DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 2   CONTRACT ADMINISTRATION

PART TABLE OF CONTENTS

CHAPTER 11   TERMINATION AUTOMATED MANAGEMENT SYSTEM (TAMS)

CHAPTER TABLE OF CONTENTS

APPENDICES

APPENDIX A (LETTERS AND MODIFICATIONS)

APPENDIX B (REPORTS)

DESCRIPTION   PAGE

APPENDIX C (MICROSOFT WORD TEMPLATE)

CHAPTER 1 CONTRACT ADMINISTRATION REPORT (CAR)

CHAPTER TABLE OF CONTENTS

CHAPTER 1 CONTRACT ADMINISTRATION REPORT (CAR)

2.1.1 CHAPTER OVERVIEW

   This chapter reflects the fact that from among the data systems output
products, the CAR is the most important one for the ACO and Contract
Administrator. It also serves the useful purpose of introducing some of
the concepts of how the data system functions to the ACO and Contract
Administrator, and how the system is organized in terms of the different
files. (Chapter 7 contains detailed information on any input procedures
that might be mentioned herein.)

2.1.2 SUMMARY DESCRIPTION OF THE CAR

   a. Most of the CAR format products are produced as monthend
inventories of contracts, prime and support, assigned to one of the CAOs
for full or limited administration. Limited administration includes
single assignments such as production only, property only, disbursing
only, and other similar functions. Many of the CAR format products may
also be produced in total or in part as delayed inquiries (see part 1,
chapter 6 of this manual).

   b. The reports are prepared mechanically by relating the data from
the PINV Record with the Contingent Liability Record (CLR). Those two
records are described further in this section.

   c. The reports are made at the ACO level for detailed information on
individual contracts, and are statistically summarized to successive
levels of management above the ACO.

   d. At the ACO level, the reports are prepared with header records
showing the contractor's name and address, CAGE Code Number, etc.,
followed by contract numbers in terminal digit sequence (i.e., the last
two digits of the PIIN/SPIIN in ascending order) within that CAGE Code
Number sequence. Totals for each CAGE is shown. In addition, at the end
of each section, totals are shown for that section for that particular
ACO.

2.1.2.1 PINV

   This record provides the details of administrative data, such as the
CAO assigned administration, the ACO assigned, contractor name and
address, PIIN/SPIIN, etc.

2.1.2.2 CLRV

   This record consists of the obligation records which provide the
obligations made, unliquidated obligations, and unrecouped progress
payments for all the accounting classifications cited on prime
contracts.

2.1.3 LISTING OF THE CAR FORMAT PRODUCTS

   Many different data system output products are generated using the CAR
output format. Of those products, ACOs and Contract Administrators
should be the most familiar with the UYCM16, CAR Part A, Sections 1-5;
UYCM17, CAR Part B, Sections 1, 2, and 5; and the UYCM18, CAR Part C,
Sections 1 and 5. Those reports are comprehensive listings of all the
contracts on hand for administration (less Quality Only support
assignments, which alone do not appear in any of the CAR products).

   a. Two comprehensive, statistical summaries of the UYCM16, UYCM17,
and UYCM18 are produced. These reports are provided to levels of
management above the ACO, and are the UYCM19, Part D CAR - Summary
Region; and UYCM21, Part D CAR - Summary Organization.

   b. There is also a series of CAR-Format products which include only
those contracts that satisfy a specific criteria, such as whether the
contract (or documentation included therein) is classified, or the
contract involves Foreign Military Sales, etc. Other CAR products for
Contract Management are:

REPORT NUMBER   TITLE

UYCM02   SB/ISA Part A, Section 1 (CAR)
UYCM03   Overage Part A, Section 2 (CAR)
UYCM07   Classified Contract Listing (CAR)
UYCM10   Section 5 Contracts Moved to Section 4 (CAR)
UYCM12   Section 5 Closed Contracts
UYCM13   Zero Balance Parts A and B, Section 1 (CAR)
UYCM14   Delinquent Part A, Section 1 (CAR)
UYCM15   Delinquent Part B, Section 1 (CAR)
UYCM22   Overage Part A, Section 2 Alert (CAR)
UYCM36   Foreign Military Sales (CAR)
UYCM37   Non-DoD Reimbursement Contracts (CAR)
UYCM39   CAR Progress Payments (CAR)

   c. Detailed descriptions of each of the products can be found in
chapter 6 of this part. Instructions for requesting these products by
Delayed Inquiry are at part 1, chapter 6. Two product descriptions have
been included in section 2.1.4 below for illustration purposes.

   d. There are a variety of other products that are generated from the
same system files and records as the CAR products; however, they do not
use the same output format, and are thereby often known as CAR
byproducts. Those byproducts include such things as the UYCM06 -
Purchase Office List (CAR) and the UYCJ03 - NLA Closing Action Notices/
Requests. The byproducts are also described in detail in chapter 6 of
this part. Some are requested products (see part 1, chapter 6 for
instructions) and some are automatically generated.

2.1.4 DETAILED DESCRIPTION OF THE CAR FORMAT

Reports UYCM16 and UYCM19 will be used as the basis for discussion in this section since the format used for the UYCM16 is used for all the CAR listings and the format of the UYCM19 is used for all of the statistical summaries.

2.1.4.1 UYCM16 - CAR PART A, SECTIONS 1-5

The description provided here applies specifically to the CAR Part A. However, many of the report elements described here are also applicable to many other reports, particularly the CAR Parts B and C.

a. Data Summary

PURPOSE: To provide a listing of the CAR Part A contracts for use as a management tool and to provide an inventory/status report of all ACO assigned contracts. The ACO should review the CAR each month to identify problem conditions within the data system for contracts assigned for administration. Higher management may use the CAR to ascertain or adjust workloads as required. Contract Management staff may also use the CAR to identify problem conditions and provide assistance as required.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: System or Inquiry Generated - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally
SORT SEQUENCE: ORG Code/ACO Code/Section Number/CAGE/ PIIN/SPIIN

PAGE BREAK: Change of ORG Code or change in ACO Code.

TOTAL: Provides totals for all CAR sections for total contract counts within ORG Code and by ACO Code. Also provides totals by CAGE within sections.

2.1.4.1 UYCM16 - CAR PART A, SECTIONS 1-5 (CONT'D)

  b. Sample Report

```
************************************************************************************************
REPORT NUMBER UYCM 16          DATE 83 NOV 21        CAO CODE CF      PAGE 5
CAR PART A        SECTION 2                                            TO REQUESTOR   CAR
               CAGE               CONTRACTORS NAME     LOCATION
               2D843         HAYES INTERNATIONAL CO    DOTHAN   AL      36302

       ASSMT                CONT DATE COMPL       CONTRACT        PROP PROD    INSP       BUS
ORG    CODE DEPT PIIN SPIIN DATE RECD DATE NOUN CAT TYPE VE CL ACO IS ADM SURV COMM ACCPT BA CAT
85     P F F41608 81 DA008 81085 81095 83181 SVCS 1        U  CA RR     2   9E   6    SA  A
R2     CMPL83287 FAD83286 OVG85181 ECD RSN     R5 DUMMY BASIC
R9 52 DD250 NOT REQUIRED EXCEPT FAST PAY
                                                   OBLIG         UNLIQ      P/P
                                                     .00           .00      .00
85     P    F  F41608 81 DA008 0001 81085 81097 83181 REPAIR 5 C U  CA RR       2 A1   1 SA  A
R2     CMPL83287 FAD83287  OVG5181 ECD   RSN      R8 FFFFFFFFFFFFFFFPRODUCTION COMPLETE HID0011Z 8
R9 O6 UNPRICED ORDER                             R9 18 DATE NEXT FP1/FPR QTLY STMT DUE
                                                   OBLIQ         UNLIQ      P/P
                                                 318,633.00     5,294.56    .00
85     P    F  F09603 82 G0610   82084 82095 83084  SUPPLIES 1 U  CA BK    5  9E   1  ZZ  A

R2     CMPL83159 FAD83151 OVG85059 ECD RSN      SP E  ADMIN GOVT PROP
R9 03 SPECIAL TOOLING CLAUSE                     R9 52 DD250 NOT REQUIRED EXCEPT FAST PAY
                                                   OBLIG         UNLIQ      P/P
                                                     .00           .00      .00
               CONTRACTOR TOTAL    3        318,633.00     5,294.56    .00
************************************************************************************************
```

              FIGURE 2.1.4-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UYCM16	CAR Part A, Sections 1-5 Report Format Code.
DATE	Date of Report (YYMMMDD).
CAO CODE	The Requester Routing Code.
PAGE	Page Number.
CAR PART	For UYCM16 - CAR Part A (see paragraph 2.1.6.1, Parts of the CAR).
SECTION	See paragraph 2.1.6.2, Sections of the CAR.
TO REQUESTOR	When applicable (for an inquiry), identi-fies to whom distribution should be made (3 positions). Month end will show CAR as the requestor.
CAGE	The Commercial and Government Entity Code is a code assigned to each contractor for identification purposes. May also be H-8 Contractor Code.
CONTRACTORS NAME	Self-explanatory.
LOCATION	City, State, and ZIP Code of the contractor's address.
ORG	The two digit Organization Code for the Contract Administration office responsible for administering the contract.
ASSMT CODE	This Assignment Code (Functional Limitation Code) depicts the type of administration required for a contract. For a list of the codes and explanations see part 1, chapter 5, Functional Limitation Code.
DEPT	Department Code reflects the identity of the Service or agency that issued the contract. For a list of the codes and explanations see part 1, chapter 5, Department Codes.
PIIN	The Procurement Instrument Identification Number (the contract number).

REPORT ELEMENT	ELEMENT DESCRIPTION
SPIIN	Supplementary Procurement Instrument Identification Number is the number used in conjunction with the PIIN to identify calls/orders against Basic Ordering Agreements (BOAs), Blanket Purchase Agreements (BPAs), and Indefinite Delivery Type contracts (four position alphanumeric serial number).
CONT DATE	Effective Date (Julian date) of the contract.
DATE RECD	Date the contractual document was received at Region (Julian date).
COMPL DATE	Completion Date. Also referred to as FDD (Final Delivery Date). Scheduled Completion Date of the contract (Julian date).
NOUN	Represents the first 11 positions of the name and/or description of the prime item being procured as shown on the contractual document.
UC	Unilateral Indicator Code. See part 1, chapter 5.
CONTRACT CAT	Kind of Contract Code, which reflects the basic intent of the contract, such as procurement of supplies, research, etc. The code is used in conjunction with the Type of Contract Code, described just below. The codes are listed in part 1, chapter 5, Kind of Contract Codes.
CONTRACT TYPE	Identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. For a list of the codes and explanations, see part 1, chapter 5, Type of Contract Codes.
VE	Value Engineering clause indicator depicts whether an award contains a VE clause. For a list of the codes and explanations, see part 1, chapter 5, Value Engineering Clause Codes.
CL	A code indicating whether there is a security classification assigned to a procurement instrument for contract administration. If applicable, documents containing a security classification in this field will be coded C; otherwise, will be coded U for unclassified, (part 1, chapter 5, Security Classification Codes).

REPORT ELEMENT	ELEMENT DESCRIPTION
ACO	The Administrative Contracting Officer Code - Identifies the ACO assigned to administration of the contract. (Locally assigned codes)
IS	The Industrial Specialist Code - Identifies the IS or CMA to whom the contract has been assigned for surveillance. (Locally assigned codes)
PROP ADM	A code identifying the individual responsible for property administration, if applicable. (Locally assigned codes)
PROD SURV	A code that identifies the extent of production surveillance to be performed by the Contract Administration Office. For a list of the codes and explanations see part 1, chapter 5, Production Surveillance Category codes.
COMM	Commodity Code - a two position code to identify the claimant program for the contract. The codes used in the CAR are the last two positions of the full Claimant Program Number which can be found on the cover sheet of the contract. For a list of the codes and explanations see part 1, chapter 5, Commodity Code. The codes are also listed in full in DMS Reg 1, Defense Materials System.
INSP ACCPT	The Inspection/Acceptance for PINV Code (one digit) indicates the inspection and acceptance points specified in the contract. For a list of the codes and explanations, see part 1, chapter 5, Inspection/Acceptance FOB Codes.
BA	Buying Activity. A two digit code that identifies the activity that issued the procurement instrument. See DoD FAR Supplement (DFARS), Appendix N, for the list of Buying Activities.
BUS CAT	The Business Category/Type of Contractor Code identifies the contractor as large or small, nonprofit, etc. For a list of the codes and explanations, see part 1, chapter 5, Type of Contractor Codes.

REPORT ELEMENT	ELEMENT DESCRIPTION
REMARKS SECTION	A list of the Special Contract Provisions (SP), Remarks (R) (in-the-clear and coded), and Functional Limitations (FL) that apply to the contract. The remark itself is prefaced by the remark type, i.e., SP, R1 through R9, or FL. See part 1, chapter 5 for the various part 1, chapter 5 for the various codes. See section 2.1.5, CAR Remarks, this chapter, for description and details.
OBLIG	OBLIGATED. The dollar amount which will eventually be disbursed for goods or services under this contract or call/order.
UNLIQ	UNLIQUIDATED. Also referred to as ULO (Unliquidated Obligations). The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
PROGRESS PAYMENTS	The total unrecouped progress payments made to the contractor. Should be zero or shown as credit; otherwise, a problem exists, may be over recoupment.
CONTRACTOR TOTAL	After the last contract listed for a specific contractor facility, summary totals will be provided for the total of contracts in that part and section of the CAR, as well as the corresponding total dollars obligated, obligation unliquidated, and progress payments outstanding.
SUMMARY PAGES	Totals are provided for each section within the part for that specific ACO. The description of each Section Summary totals are as follows:

  a. CAR Section 1 only - Total number of contractors and total PIIN/SPIIN.

  b. All CAR Sections - Contractor total count and contracts and total dollar amounts (all 3).

  c. CAR Section 4 - Prime assigned contracts: Summary total number and dollar value (all 3) of contracts within the same ORG Code, ACO Code, CAR Part and CAR Section for each of the following: Number of Firm Fixed Price (FFP), Fixed Price with Escalation (FPE), Cost Incentive (COSTINCENT), Other (OTHER), Total of above |

REPORT ELEMENT	ELEMENT DESCRIPTION

(TOTAL); also the Accumulated Dollar Amount (OBLIG, UNLIQ, PROG/PAY) of each of the above; also the total ACO Dollar Amount (OBLIG, UNLIQ, PROG/PAY) of all CAR Sections for the ACO within each CAR Part and ORG Code.

   d. CAR Section 1 - In addition to subparagraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Prime Administration Contract (PRIME ADM PI), Secondary Administration Contract (SEC ADM PI), Secondary Administration Subcontract (SEC ADM SPI).

   e. CAR Section 5 - In addition to sub-paragraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Prime Assigned Contract closed (PRIME PI CLOSED), Secondary Prime Contract Closed (SEC Prime closed), Secondary Subcontract closed (SEC SPI closed).

   f. CAR Section 2 - In addition to subparagraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Total count of Overage Contracts (O/A PI) within ORG Code, CAR Part, ACO Code, CAR Section as follows: Total count of all contract types - Firm Fixed Price (FFP), Fixed Price with Escalation (FPE), Total Fixed Priced (Total FP), Other (OTHER), Grand Total of all O/A PI (TOTAL).

2.1.4.2 UYCM19 - CAR PART D - SUMMARY PART A REGION (DISTRICT)

a. Data Summary

PURPOSE: To provide a listing of summary data by
                                District for management of the volume,
                                status and nature of contracts assigned
                                (excluding Quality Assurance).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: Part A and B Summary - CAR Section/
                                  Record ID
                                Part C Summary - ORG Code/CAR Section/
                                  Record ID

PAGE BREAK: Change in District Level ID.

TOTAL: Counts of contracts and total dollar
                                values by District within each CAR
                                Section.

2.1.4.2 UYCM19 - CAR PART D - SUMMARY PART A REGION [DISTRICT] (CONT'D)

   b. Sample Report

```
******************************************************************************
REPORT NUMBER UYCM 19                DATE 84 APR 30                 PAGE 19
                    PART D CAR-SUMMARY PART A        TO REQUESTOR   CAR
FOR-CLEVELAND       REGION REPORT

        SEC=1              SEC 2            SEC 3          SEC 4         SEC 1-4         SEC 5
        ACTIVE          PHYS/COMP         DORMANT        PAY/ADJ         TOTAL         CLOSED

PRIMARY ADMINISTRATION

01 FF/P                    120          34            9            4           167            5
02 F/P-ESCALATION            2           4            0            1             7            0
03 COST-INCENTIVE           15           6            4            0            25            1
04 OTHER                    23           5            0            0            28            2
05 TOTAL                   160          49           13            5           227            8

SUPPORT ADMINISTRATION

06 CODES - S MULTI CA FUN LMT    8        0            0            1             9            0
06 CODES - S CA FUN LMT 6        3        0            0            0             3            0
   TOTAL                        11        0            0            1            12            0
07 CODES - T MULTI CA FUN LMT    1        0            0            0             1            0
07 CODES - T CA FUN LMT 6        0        0            0            0             0            0
   TOTAL                         1        0            0            0             1            0
08 TOTAL 5,6,7                 172       49           13            6           240            8

    $OBL

09 FF/P      63,142,648.82  9,923,356.82  2,712,513.80 3,137,090.73   78,915,628.17 812,539.18
10 F/P-E    257,456,811.47    148,148.79          .00    38,879.92   257,643,840.18        .00
11 C/INCENT  82,386,557.55  1,030,613.19    773,748.00          .00    84,190,918.74  55,215.00
12 OTHER        756,603.61    713,828.20          .00          .00     1,470,431.81  42,939.24
13 TOTAL    403,742,621.45 11,815,947.00  3,486,279.80 3,175,970.65   422,220,818.90 910,693.42
14 FF/P      48,501,540.12  1,024,079.67     10,329.16   196,845.62    49,732,794.57        .00
15 F/P-E    184,820,923.01      7,854.07          .00    38,879.92   184,867,657.00        .00
16 C/INCENT  14,962,257.68    288,876.85     10,801.11          .00    15,262,205.64        .00
17 OTHER        150,825.47      6,277.60          .00          .00       157,103.07        .00
18 TOTAL    248,435,816.28  1,327,088.19     21,130.27   235,725.54   250,019,760.28        .00
19 TOTAL P/P  2,618,160.21CR   37,900.40CR        .00    94,312.14CR  2,750,372.75CR        .00
******************************************************************************
                            FIGURE 2.1.4-2
```

   c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UYCM19	Part D CAR Summary District Report Format Code.
DATE	Date of Report (YYMMMDD).
PAGE	Page Number.
TO REQUESTOR	Identity code (three positions) of the individual requesting the Inquiry and to whom distribution will be made. (Month end will show CAR as the requestor).
FOR	The applicable District
PART D CAR – SUMMARY PART A	a. Provides a count of contracts in sections 1, 2, 3, 4, total of 1-4, and section 5 of following contract types:

      (1) Prime PIIN/SPIINs for:

        (a) Firm Fixed Price (FFP).

        (b) Fixed Price with Escalation (FPE).

        (c) Cost - Incentive.

        (d) Other.

        (e) Total of the above.

      (2) Secondary Procurement Instruments (P/Is) for:

        (a) Codes S (Support of Prime Contract) - Multi-CA Function Limitation.

        (b) Codes S - CA Function Limitation 6.

        (c) Total of the two Codes S, above.

        (d) Codes T (Support of Subcontractor) - Multi-CA Function Limitation.

        (e) Codes T - CA Function Limitation 6.

        (f) Total of the two Codes T, above.

        (g) Total of subparagraphs 5, 6, and 7 above.

REPORT ELEMENT	ELEMENT DESCRIPTION

b. Provide the dollar amount of contracts in sections 1, 2, 3, total 1-4, and section 5 of the following contract types by Fund Status:

    (1) Obligated:

      (a) FFP.

      (b) FPE.

      (c) Cost-Incentive.

      (d) Other.

      (e) Total of all types.

    (2) Unliquidated:

      (a) FFP.

      (b) FPE.

      (c) Cost-Incentive.

      (d) Other.

      (e) Total of all types.

    (3) Total Progress Payments (Outstanding)

c. Provide a count of overage contracts in section 2 within the following contract types:

    (1) FFP.

    (2) FPE.

    (3) Total of Code 20 above.

    (4) Other.

    (5) Total of Code 20 and 21 above.

PART D CAR – SUMMARY B	Provide the count/dollar value of contracts in sections 1, 2, 3 (should be none), 4, total of 1-4, and section 5 of the following contract types:

a. Firm Fixed Price (FFP).

b. Fixed Price with Escalation (FPE).

REPORT ELEMENT	ELEMENT DESCRIPTION

c. Totals of subparagraphs (1).

d. Dollars Obligated FFP.

e. Dollars Obligated FPE.

f. Totals of subparagraphs (2).

g. Dollars Unliquidated FFP.

h. Dollars Unliquidated FPE.

i. Total of subparagraphs (3).

PART D CAR - SUMMARY   Provide count/dollar value of contracts in
PART C   sections 1 and 5 of the following types of
                           administration:

a. Quality Assurance only (should be none).

b. Property only.

c. Production only.

d. Disbursement only.

e. Transportation only.

f. Multi-function.

g. Total of the above.

h. Dollars Obligated - Disbursement.

i. Dollars Unliquidated - Disbursement.

CAR SELECTED SUMMARY   Provide summary totals for the following:

a. Number of Procurement Instruments open.

b. Dollars Obligated on all open contracts.

c. Dollars Unliquidated on all open contracts.

d. Number of Procurement Instruments closed.

e. Number of contractors by CAGEs.

2.1.5 CAR REMARKS - R CODED REMARKS, SPECIAL CONTRACT PROVISION (SP)
        CODES, AND FUNCTIONAL LIMITATION (FL) CODES

   While the CAR output products show all of the above remarks and codes
in the Remarks area of the CAR; the online applications have separate
fields and separate screens for their input and viewing, i.e., they are
not displayed on the Remarks Screen. (See part 1, chapter 6, Inquiries;
part 2, chapter 7, Input Procedures; part 1, chapter 4, Support
Contracts). Each category will be described below.

2.1.5.1 R CODED

   There are nine types of R coded remarks that might appear in the CAR
for any contract. Those remark types are identified as R1, R2, R3, etc.
A short description of each remark provides the existing coded and
uncoded remarks, dates and reason codes that might appear in the CAR for
any contract. The nine types of remarks that might be used for a
contract are described below.

   a. R1 - This remark will be entered for all support assigned
subcontracts and SBA Section 8(a) contracts. It consists of the Prime
Contract PIIN, and the Prime Contractor's Name. This remark is input by
the DFAS for SBA Section 8(a) contracts. Prime assigned DOE contract
numbers must be entered as an R1 remark due to the reconfiguration of
the PIIN.

   b. R2 - This remark will be system generated for every contract with
Production Surveillance Category Codes 1, 2, and 3. It also is system
generated for contracts manually moved to section 2. This record
contains, completion date (CMPL); date moved to section 2; the contract
final acceptance date (FAD); contract closing overage date (OVG); the
estimated closing date (ECD), and the reason the contract is overaged
(RSN-CDS). The overage date is inserted automatically into the record
based on physical completion date and the type of contract. The
estimated closing date is inserted by the ACO when it is determined that
the contract will be completed at a date later than the overage date.
When an (ECD) is entered by an ACO, a reason code for the delay in
closeout will also be entered. See part 1, chapter 5, R2 Overage Reason
Code, for code selection and part 2, chapter 7 for input instructions.

   c. R3 - This remark is the record entry of the movement of a contract
to section 3 of the CAR. It includes the Date First Shown (DFS) in
section 3, Reason for Dormancy Code, and a description of the code.
(See part 1, chapter 5, Record Dormant Reason Codes, for a listing of
applicable codes.) When a contract is moved from section 2 to section
3, the R2 remarks will be displayed automatically in the R6 line. (See
DLAM 8105.1, 4.804-6, Reporting of Overage Contracts in CAR section 3,
for additional update requirements of R6/R2 data).

   d. R4 - This remark is restricted for use only by DFAS in
conjunction with its responsibility (payment) for CAR. Each contract,
call or order listed in section 4 (Part A and B) of the CAR must contain
an R4 record with a reason. The record contains the common data
elements and the date the contract first appeared in section 4.

e. R5 & R6-RMKS. ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS (43A/N) – Up to 43 spaces/positions can be entered for uncoded messages. Since the R5 and R6 are often shared fields between the DFAS and Contract Management it is important not to wipe out existing remarks that the DFAS may have entered. For example the ACO wants to add the statement ACO RFV 84365 on the R5 line and the existing R5 shows MILSTRIP. In order to maintain the DFAS Remark position the cursor to one space beyond MILSTRIP - and start entering the ACO Remark. If the existing R5 or R6 Remarks are an ACO Remark that is no longer valid, start entering at the beginning and the change will overlay what was there. NOTE: For R6-RMKS, when the contract moves from section 2 to section 3 of the CAR, the R-2 data is automatically moved to the R6 field and stored, therefore overlaying any previous data in the R6 field.

(1) For BOAs, BPAs and Indefinite Delivery Type contracts, the DFAS uses the R5 to record the ordering period expiration date.

(2) When the contract is in section 3 with a VE Code indicated, the ACO should include an in-the-clear narrative, VE Payments Through (year and Julian date).

(3) The ACO may also use the R5 and R6 to provide suspense controls when appropriate, such as when certification of source-directed procurement of component is required.

(4) Reopen-OL will appear as an R5 for contracts reactivated to Section 1 by DFAS.

f. R7 – This remark is normally system-generated and records the date of the issuance or the processing date of the Final Pay NLA, Dollar Value of DOE contracts received for administration, may be entered here by DFAS. When a DOE contract has been received for closeout, DOE CLOSEOUT will appear in this remark. The Dollar Value of a support contract may be entered here by the ACO.

g. R8 – RDFs (Revised Delivery Forecasts) will automatically generate an R8 remark (enter or update, based on the last RDF processed). An R8 remark will be input by Program and Technical Support when submitting DD Form 375-2/DD Form 375 data containing forecasted delivery schedule data for a delinquent or anticipated delinquent contract. Reason for Delay Codes are listed in part 1, chapter 5. The first position is used to identify the Agent causing the delay in contract delivery. The second and third positions are the basic reason for delay followed by the modifier of the reason for delay.

In addition, the PSCN application will automatically generate R8 transactions containing Production Complete Remarks. Entries of TERMCON (Terminated for Convenience; TERMDEF (Terminated for Default); CANCEL (Cancellation); and TRANOUT (contract transferred out) may also appear in the R8 from Production input.

h. R9 – There are two categories of this coded remark, standard and nonstandard (Special Project R9 Codes). Use of standard coded remarks is mandatory. These remarks are based upon contract clauses/administration requirements. For a list of the codes and explanations, see part 1, chapter 5, Standard ACO Coded Remark (R9) Codes. DFAS is initially responsible for inputting all remarks except R9 22, 46, and 56 which are input by the ACO; R9 55 is the responsibility of the Property Administrator; and R9 63 is input by the Engineer/ACO. The ACO is responsible for inputting suspense dates where needed (R9 16, 18 and 41). See section 2.77, Input Procedures. Alerts will be generated based on the presence of certain R9 codes as described in this chapter, paragraph 2.1.10.

    (1) Some R9 codes are automatically generated based on established criteria (See the Part 1, Chapter 5, Standard ACO Coded Remark (R9) Codes for identification of these R9s). The ACO is also responsible for adding missing R9 codes or deleting the inappropriate codes. NOTE: The ACO may only add/change/delete those authorized; otherwise, the ACO is responsible for requesting addition/deletion in the cases where only the DFAS has authorization to make changes. See the notes (#) in Part 1, Chapter 5, Standard ACO Coded Remark (R9) Codes, which identify the codes requiring DFAS processing.

    (2) Nonstandard R9 Coded Remarks (Special Project R9 Codes) provide the user with an automated tracking system that can be changed at local level, i.e., it does not require a program change by the design agency to add nonstandard R9 codes to MOCAS tables. Part 1, chapter 7, High Visibility Tracking, describes the process and requirements.

  i. The Functional Limitation Codes are used to identify the support required to administer the contract and the party(ies) responsible for closeout functions. The codes are found in part 1, chapter 5, Functional Limitation Codes.

2.1.5.2 SPECIAL CONTRACT PROVISION (SP) CODES

  These are required by MILSCAP (Military Standard Contract Administration Procedures, DoD 4000.25-5-M) identify certain contract clauses/provisions which require special attention and handling. Normally these provisions can only be input or deleted by DFAS; however, the ACO must request correction of those in error. For a list of codes and explanations, see part 1, chapter 5, Special Contract Provisions Codes.

2.1.5.3 FUNCTIONAL LIMITATION (FL) CODES

  These are used to identify the support required to administer the contract and the party(ies) responsible for closeout functions. The codes are found in part 1, chapter 5, Functional Limitation Codes. NOTE: FL 1, Quality Assurance, is only to be used in conjunction with another Functional Limitation. Quality Assurance only delegations do not (should note – deletion required) appear in the CAR. If FL 6, ACO Function, is identified the contract will appear in CAR Part A. Contracts that contain all other functional limitation codes will appear in CAR Part C.

2.1.6 CAR PARTS AND SECTIONS

  A CAR Part assignment refers to the degree of attention and management
that the ACO is expected to give to that contract; where, a CAR Section
assignment refers to the activity status of the contract. Further
explanation is below.

2.1.6.1 PARTS OF THE CAR

  a. Part A - (CAR output UYCM16) Contracts entered into this part are
expected to require extensive controls because of special requirements
contained within the contract. These contracts also require a
certification of completion by the ACO (DD Form 1593, DD Form 1594, ACO
Signature on Final Voucher, or Final Payment NLA); see chapter 7 of this
part for processing of the Final Payment (NLA) before they are closed
out of the system. Contracts entered in this part may be either prime
or support so long as the ACO Function is required. (Functional
Limitation Code 6). This part contains sections 1 through 5, 8, and 9
(described in paragraph 2.1.6.2 below). Sections 8 and 9 are not
printed in the CAR listings.

  b. Part B - (CAR output UYCM17) Contracts entered into this part are
expected to require few or no controls and will be administered by the
ACO on a management by exception basis. For these contracts, completion
and final payment notices are system generated. Only prime
administration contracts will be entered into this part. This part
contains sections 1, 2, 4, 5, 8, and 9 (described in paragraph 2.1.6.2
below). Sections 8 and 9 are not printed in the CAR listings.

  c. Part C - (CAR output UYCM18) Contracts entered into this part
have been received for support administration by one or more of the
Contract Management functional elements, except for Functional
Limitation Code 6, ACO Function which is assigned to Part A.
(Functional Limitation Code 1, Quality support assignments should not
appear anywhere in the CAR without another Contract Management
functional element also assigned). This part contains only section 1,
5, 8, and 9 (described in paragraph 2.1.6.2 below). Sections 8 and 9
are not printed in the CAR listings.

  d. Part D - (CAR output UYCM 19 and 21) This part consists of
summary data for successive levels of management. It provides
information concerning volume, status and nature of contracts in parts
A, B and C. (Sections 1 through 5 only, as applicable to the specific
part. Does not contain sections 8 or 9 data).

2.1.6.2 SECTIONS OF THE CAR

  a. Section 1 - Active contracts, i.e., contracts on which delivery/
acceptance, performance of services, or work statement requirements have
not been completed; or, the option period or ordering period has not
expired. This section is found in parts A, B, and C of the CAR.

  b. Section 2 - Physically completed prime contracts for which final
payments and/or certifications of completion have not yet been made.
This section is found only in parts A and B of the CAR. NOTE: If by
error a support contract in A or C is in section 2, it must be moved to
section 1 to closeout. R2 remarks are unique to this section (see
subparagraph 2.1.5b).

c. Section 3 - Dormant contracts, i.e., contracts on which performance has ceased, but which cannot be closed until after the occurrence of an event/occurrence that is clearly beyond the ACO's control. This section is found only in Part A of the CAR. R3 remarks are unique to this section (see subparagraph 2.1.5c)

d. Section 4 - Payment Adjustment. Contracts are entered into this section by either the system or the DFAS and are retained there until payment/CLR adjustments have been made. This section is found only in parts A and B of the CAR. The system may move a contract from section 5 to 4 during end of month processing due to Unliquidated Obligation (ULO) balance on CLR. R4 remarks are unique to this section (see subparagraph 2.1.5d).

e. Section 5 - Closed contracts, i.e., those contracts that were closed during the reporting period. This part is found in parts A, B, and C.

f. Section 8 - Computer assigned section number, at end of month processing, for all contracts that were assigned to CAR Section 5 during the month. Section 8 will not be found in the CAR output products; however, is reflected online.

g. Section 9 - Computer assigned section number for all contracts that are section 8 at end of month processing. On a monthly basis the system reviews all section 9 contracts to determine if the closed date is equal or greater than six months old. If the closed date is greater, the contract and inventory level data will be deleted from the data base. Section 9, like section 8, will not appear in the CAR output products but is reflected online.

2.1.7 CAR PART ASSIGNMENTS

   On initial entry into the system, the contract is automatically
assigned to Part A, B, or C depending upon the Special Contract
Provisions (SPs) or R9 Remarks that were entered into the data base,
and/or the dollar value of the contract.

2.1.7.1 CRITERIA FOR ASSIGNMENT TO PART A

   All contracts (or orders) valued at $100,000 or over will
automatically be assigned to Part A. Firm fixed price contracts valued
at less than $100,000 and are firm fixed price will be assigned to Part
A only if one or more of the following conditions are met:

   a. The contract has been assigned Production Surveillance Category
Code 1. (The contract will move from Part B to Part A automatically
after Production Surveillance Category Code 1 has been entered. Code 1
is never entered on initial input by DFAS. Note: System generated on
C&T contracts.

   b. The contract has been assigned for Property Administration, i.e.,
a PA Code is included in the PINV. (Note: When R9-55 exists; at month
end processing the PA Code will drop. If this was the only criteria for
Part A, it will revalidate and move to Part B. Input of R9-55 data can
only be accomplished by the Property Administrator. MILSCAP Special
Provision Clause (SP Code E) will not hold it in Part A. If contract
should remain in Part A, an R9-56, manual closeout by ACO needs to be
input).

   c. The contractor has been assigned a Small/Disadvantaged SP Code N.

   d. There is a Small Business Administration PIIN in the R1 record.

   e. The contract is a non-DoD, reimbursable contract for ACO or
multifunction assignment (R9 Code 01, and appropriate functional
limitation codes).

   f. A Patent Rights Report is required (R9 Code 02).

   g. The Special Tooling Clause is included in the contract (R9 Code
03).

   h. The contract includes Spares Provisioning requirements (R9 Code
04).

   i. Unpriced Order (R9 Code 06) or Kind Code 9.

   j. There was a negative Pre-Award Survey prior to award (R9 Code 42).

   k. A First Article/Preproduction Sample is required (SP Code F).

   l. The contract has been terminated for default or convenience (R9
Code 09).

   m. The contract contains a Liquidated Damages clause (SP Code A).

n. The contract contains Progress Payment provisions (SP Code C). (Does not apply to BOA and Indefinite Delivery Type Contract orders valued at under $100,000). However, the order will move to PART A when the first Progress Payment is paid on that order.

o. The contract (or documentation provided with it) is classified. (Security Classification Code C in the PINV.)

p. The contract does not require DD Forms 250 (R9 Code 52). (Does not apply to Fast Pay orders and contracts.)

q. The contract has been assigned for prime administration, less payment (ODO) (R9 Code 54).

r. Manual Closeout Required by ACO (ACO manually inputs R9 Code 56).

s. The contract requires the contractor to prepare DD Forms 375, Production Progress Reports (R9 Code 17).

t. The contract has been received for support administration, and the ACO function is required. (Functional Limitation 6 is present).

u. Demilitarization clause is required for final payment (R9 Code 08).

v. Cargo Preference Act/DLA Contracts with FAR 252.247-64, AH1 and DLAR 52.249-9002 (R9 Code 22).

w. Notice of Award - hard copy required (R9 Code 23).

x. Integrity of Unit Prices - 52.215-26 (R9 Code 33).

y. Rights in Tech Data/Computer Software - DFARS 52.227-7013 (R9 Code 60).

z. Restrictive Markings on Tech Data - DFARS 52.227-7018 (R9 Code 61).

aa. Indent of Restr Rights Comp Software - DFARS 52.227-7019 (R9 Code 62).

ab. Restrictive Marking Reviewed by Eng (R9 code 63).

ac. Transportation of Supplies by Sea - DFARS 252.247-7203 (R9 Code 22).

2.1.7.2 CRITERIA FOR ASSIGNMENT TO PARTS B and C

All prime contracts received for full administration that are $99,999 or less in value, and that do not meet the criteria for assignment to Part A specified above will automatically be assigned to Part B. All support assigned contracts will automatically be assigned to Part C, except for those support assigned contracts that require the ACO Function; those will be assigned to Part A. (See also subparagraph 2.1.6.1c, Part C.)

2.1.8 MOVEMENT OF CONTRACTS FROM SECTION 1 OF THE CAR

   Ideally over their lives, Part A and B contracts should move
automatically from section 1 to 2, then to 5, 8, 9 and out of the
system. There are situations though, in which automatic movement does
not occur, or the contracts must be diverted by the ACO or DFAS into
section 3 or 4. This section covers those instances in which automatic
movement will not occur, and the actions that must be taken. (Movement
of contracts into and out of section 4 is solely the responsibility of
DFAS, and so will not be discussed further in this manual).

2.1.8.1 CONTRACTS THAT MUST BE MANUALLY MOVED FROM SECTION 1

   The ACO or DFAS are responsible for the manual movement of contracts
from Section 1 when:

   a. DFAS is not the payment office, e.g., the contract is ODO. Move
to section 2 (for the generation of a PK9 Contract Completion Notice;
(see part 2, chapter 4 of this manual) must request DFAS move to section
5 – no online (G/FNLA).

   b. No Production Surveillance responsibility has been assigned and no
DD Forms 250 or other acceptance documents are required; i.e., lease
agreements, bailments facilities use contracts, non-DoD contracts, and
support assigned contracts. Move to section 2 (except support assigned
contracts) until final payment (if any) has been made, then to section
5. Request DFAS move to section 5, DD-1593 – not an online move. In
case of support multi-assigned contracts, ACO will move directly to
section 5 from section 1, after the last functional assignment (i.e.,
Production, Property, etc.) has been completed. For additional support
assignment responsibilities, see part 1, chapter 4, paragraph 1.4.2.1.2,
Additional Administrative Closeout Requirements.

   c. DFAS is the payment office, but no Line Item Schedule and Shipment
Record (LISSR) has been established, i.e., all those contracts on which
completion of performance is not contingent upon the delivery of an end
item. That definition applies to most Basic Ordering Agreements, Blanket
Purchase Agreements, and Research and Development contracts. Move to
section 2. Contract will automatically move or be moved by DFAS to
section 5 after final payment and acceptance, and/or ACO Certification
of Completion via DD Form 1593 (see part 2, chapter 4 of this manual).

   d. These contracts will all be assigned to Production Surveillance
Codes 5, 7, 8, or 9. These codes will be the indication to the ACO to
personally monitor these contracts and request movement when
appropriate. These contracts should all remain in section 1 until
completion of performance or expiration of the ordering or option
periods.

2.1.8.2 MOVEMENT OF TERMINATED CONTRACTS FROM SECTION 1

   a. Partially terminated contracts will remain in section 1 until the
nonterminated portion has been completed. At that time the contract
will automatically move to section 2, regardless of the type of
termination (default or convenience). Contracts terminated for default

should remain in section 2 until the PCO assesses the reprocurement charges (if any). Once those charges have been collected, or the PCO declines to access those charges, the contract may then be manually moved to section 5 by DFAS.

   b.   However, where a contract was partially terminated for convenience, and a final settlement has not yet been reached, the ACO will have to ensure movement of the contract from section 2 to 3. Further movements will be made at the direction of the TCO by the ACO upon receipt of the termination settlement agreement from the DCMC TCO.

   c.   Contracts completely terminated for default will automatically be moved to section 2. Contracts completely terminated for convenience will be automatically moved by DFAS to section 3, via section 2 so that a Contract Completion Notice can be transmitted to the purchasing office (see part 2, chapter 4 of this manual for information regarding Contract Completion Notices).

   d.   Upon receipt of a no cost termination modification, ensure that DFAS has taken action to close the contract.

2.1.8.3 MOVEMENT OF ALL OTHER CONTRACTS FROM SECTION 1

   Prime administration contracts will remain in section 1 until completion of performance or expiration of the ordering or option period (these dates should be indicated in the CAR by R5 Remarks). Completion of performance is evidenced to the DFAS by a Z on the DD Form 250; or, where no DD Forms 250 are required, the input by Production of PSCN information or some other acceptance documents will be used.

   a.   Contracts with Production Surveillance Category Codes 1, 2, or 3 will have had a delivery schedule entered into the LISSR. These contracts will all remain in Section 1 until both of the following conditions have been met. A final acceptance document has been received and entered into the data system by the DFAS, and the LISSR shows that the quantity of items shipped equals the quantity of items ordered, e.g., the LISSR has been balanced.

   b.   In all cases where the Program and Technical Support element has had surveillance responsibilities assigned, after physical completion of the contract, Program and Technical Support will enter an R8 PSCN (Production Schedule Completion Notice). If this remark appears for a contract with Production Surveillance Category Codes 1, 2 or 3 in Part 1 of the CAR, then the ACO has a clear indication that either the final acceptance document has not been transmitted to the DFAS, or the LISSR has not been balanced, or both.

   c.   That condition, if not corrected, may result in the contract never moving from section 1 to 2, which may eventually cause the CAO norm analysis to be out of tolerance in the MIR System for contracts erroneously still in CAR Section 1.

   d.   Accordingly, when a contract has appeared in two consecutive monthend CARs in section 1 with an R8 PSCN Remark, the ACO should make the following checks: First, check to see if a final acceptence

document has been entered into the system. If it has, then ascertain whether the contract requires destination acceptance. If it does, the ACO can be assured that the DART System (see part 2, chapter 3 of this manual) is automatically tracking and following up on any required destination acceptance. If, however, the contract requires source acceptance, and a final acceptance document has not been transmitted to the finance office, then the ACO needs to coordinate action with the CAO Terminal, the QAR, and/or the contractor to get the final acceptance document transmitted.

    e. If the final acceptance document has been transmitted and accepted by the finance office, then almost certainly there are some remaining open line items in the LISSR. Action then should be coordinated the the production element to ascertain the appropriateness of the R8 PSCN Remark. If the remark was entered in error, the production element should take action to delete the remark. If it appears that the remark entry was appropriate the a contract abstract (with shipment data) (UNMD040D) should be requested (Host Data Base Function 8 may also be reviewed) and reviewed with the assigned Industrial Specialist or Contrac Management Assistant. Action may then be taken to correct the LISSR.

    f. Once the problem condition has been corrected, the contract will automatically move to section 2. Note: ACOs should never attempt to deal with such a problem by manually moving the contract to section 2. The system will allow such a move, but as long as the LISSR is unbalanced, or final acceptance has not been made, then the system will not allow the contract to move to section 5. By manually moving the contract, the ACO will have masked the problem contion, and by the time the problem has been identified, the contract may have already become overage.

2.1.9 MOVEMENT OF CAR PART A CONTRACTS INTO SECTION 3

   With the ACO supervisor's concurrence, contracts may be moved into
section 3 when performance on the contract has ceased, and closeout of
the contract is contingent upon events or actions clearly beyond the
control of the ACO as listed below and in part 1, chapter 5, Record
Dormant Reason Codes. Such events/actions are strictly limited to the
following:

   a. The contract is the object of, or is included in an appeal to the
Armed Services Board of Contract Appeals (Reason for Dormancy Code BCA).
By request DFAS will move from 1 to 3, input R3 and Reason Code BCA.

   b. The contract has been terminated for convenience and a final
settlement has not yet been made (Reason Code TERM-C). (Contracts
completely terminated for convenience will automatically be moved to
Section 3.)

2.1.9.1 MOVEMENT OF PART B CONTRACTS INTO SECTION 3

   There is no section 3 in Part B of the CAR. Accordingly, the system
will automatically move Part B contracts to Part A and insert R9
Standard Coded Remark 56 when those contracts are moved to section 3.

2.1.9.2 REVIEW OF DORMANCY REASON CODES

   Once contracts have been entered into section 3, they should be
reviewed periodically to see if the Reason for Dormancy Code originally
entered accurately reflects the current status of the contract. If not,
that code should be updated. For example, a contract was originally
entered into section 3 with the Reason Code BCA. Since then, the appeal
has been disposed of, but the contractor has filed for protection under
the Bankruptcy Act. Accordingly, the Reason Code should be updated to
BKRPT. In addition, if the Estimated Completion/Closing date is
anticipated to exceed the allowed Overage date then an ECD and Reason
Code must be entered (see subparagraph 2.1.5.1c, 2.7 (input
instructions, and DLAM 8105.1, 204.804-4). This transaction will cause
a PKX notification of delay in closing be transmitted to the PCO as
required by MILSCAP (Military Standard Contract Administration
Procedures DoD 4000.25-5-M).

2.1.10 ACO ALERTS

   a. ACO Alerts are part of a management system which notifies the ACO
that certain actions and/or reports are due in order to complete certain
contract administration actions. ACO Alerts are system generated reports
Part A contracts only which serve as management suspense tools for the
ACOs. These alerts are generated based upon certain conditions (R8, R9,
etc.) listed below and require ACOs to (1) verify that the contractor
has submitted the required contractual reports/statements and request
them if the contractor has not complied, and/or (2) initiate appropriate
contract closeout.

   b. ACO Alerts are identified as follows (samples and descriptions can
be found at 2.6, Output Products):

REPORT NUMBER   TITLE

UYCD01 *   ACO Alert Report
UYCD02 *   ACO Closeout Report
UYCD03   Contract Administration Completion Record
                                     (DD Form 1593)

*An online inquiry application (Screen CT 5806 - see part 1, chapter 6)
is available on the Functional Host Data Base which displays the date on
which the next ACO alert will be generated.

2.1.10.1 ACO ALERT REPORTS, UYCD01

   a. These alerts are issued based upon the presence of certain R9
remarks in the data base (R9 remarks being input conditioned on the
applicable contract clauses and/or contract type). NOTE: Suspense
dates for R9 codes 16, 18, and 41 must be entered by the ACO. Dates
entered must be equal to or greater than the date of input. This action
is required in order for the system to automatically calculate and
generate subsequent suspense dates.

   b. The following describes the ACO Alerts by appropriate R9 codes and
the condition for system generation. NOTE: Suspense dates for R9 codes
16, 18, and 41 must be entered by the ACO. Dates entered must be equal
to or greater than the date of input. This action is required in order
for the system to automatically calculate and generate subsequent
suspense dates.

     (1) PATENT RIGHTS REPORT DUE.

       (a) Contract data base contains R9 Code 02.

       (b) Reports are issued annually from the effective date of the
contract until it moves to CAR Section 2.

     (2) SPECIAL TOOLING REPORT REQUIRED.

       (a) Contract data base contains R9 Code 03.

(b) One time report issued upon first delivery of an item (processing of first DD 250 under the contract).

(3) FINANCIAL REPORT REQUIRED.

(a) Contract data base contains R9 Code 16 which will be generated based upon contract types R, S, T, U, V, or W. The date which follows the remark must be entered by the ACO.

(b) Initial report issued based upon R9 date.

(c) Quarterly reports thereafter until the contract moves to section 2.

(4) FIXED PRICE INCENTIVE/REDETERMINATION QUARTERLY STATEMENT DUE.

(a) The R9 Code 18 is system generated based upon the contract types A, B, L, or M, except for the date which must be entered by the ACO.

(b) Initial report is issued based upon the R9 date.

(c) Quarterly reports thereafter while the contract remains in section 1.

(5) NASA NEW TECHNOLOGY REPORT DUE.

(a) R9 Code 21 entered by DFAS.

(b) Reports will be issued annually from effective date of the contract until movement to section 2.

(6) OCEAN VESSELS

(a) R9 Code 22 entered by Comptroller.

(b) ACO input when advised by contractor that ocean vessels will be used.

(c) Report will be generated to ACO when 50 percent of contract price has been invoiced.

(7) LABOR STANDARDS PROVISIONS.

(a) The contract data base contains R9 Code 40.

(b) One-time report based upon initial input of the code on either a new contract or via addition of the code on a modification or correction action.

(8) FACILITIES/LEASE RENTAL STATEMENT/PAYMENT DUE

(a) The R9 Code 41 is in the contract data base along with the date when the first report/payment is due as entered by the ACO.

(b) Initial report issued based upon R9 date.

(c) Quarterly report issued thereafter until contract moves to section 2.

(9) LIMITATION OF COST OR FUNDS ALERT

(a) R9 Code 49 in contract data base.

(b) One-time report issued when 70 percent of the obligated value has been expended.

(c) However, an additional report will be issued if the obligated value is increased or decreased and a new 70 percent threshold established and exceeded.

2.1.10.2 ACO CLOSEOUT ALERTS (UYCD02)

These alerts are issued based upon the existence of an R8 Production Complete remark; movement of contract to CAR, Section 2; or 60/120 days prior to final delivery date (FDD).

a. ACO CLOSEOUT ALERT

(1) Issued based upon existence of R8 Production Complete remark for firm fixed priced contracts/orders.

(2) Issued upon movement of contracts/orders to CAR Section 2 for other than firm fixed price.

NOTE: If the ACO Alert Report (UYCD01) is due at the same time as the ACO Closeout Alert (UYCD02), the UYCD02 will be issued in lieu of the UYCD01. The closeout alerts will be issued for the contracts/orders which have any R9 Codes applicable to ACO Alert Reports (UYCD01) except for R9 Code 40, Labor Standards Provision.

b. ACO 120 DAY CLOSEOUT ALERT

One-time 120-day alert report issued 120 days prior to the FDD for all facilities contract/lease agreements (Kind of Contract Code 7).

2.1.10.3 CONTRACT ADMINISTRATION COMPLETION RECORD REPORT (DD FORM 1593), UYCD03

This is a one-time alert issued based upon R8 Production Complete Remark or movement of contract to CAR Section 2 provided a Property Administrator Code is assigned.

a. Issued based upon R8 Production Complete Remark for firm fixed price contracts/orders.

b. Issued based upon movement to CAR Section 2 for other than fixed price contracts/orders.

NOTE: Upon receipt, the report must be forwarded to the Property Administrator and/or other functional representatives, as appropriate.

CHAPTER 2 PROGRESS PAYMENTS PROCESSING

CHAPTER TABLE OF CONTENTS

CHAPTER 2 PROGRESS PAYMENTS PROCESSING

2.2.1 CHAPTER OVERVIEW

   This chapter covers the system procedures to input a Progress Payment
Master and to process contractor's Progress Payment Requests (PPRs)(SFs
1443 or DD Forms 1195), and provides detailed guidance on error
correction procedures. For convenience, in this chapter the acronym PPR
will be used to stand for the SF 1443 or DD Form 1195 interchangeably.
Records are retained on the data base for the following periods of time:
The Progress Payment Master (NL04 and NL05) is retained until the
contract is deleted from the data base; i.e., when the contract drops
from CAR section 9. The review alert information is retained for 14
days. The PPR validation information (NL01, NL02, and NL03) is retained
until the PPR is either paid or returned to the contractor. The payment
information (NL06 and NL07) and the Progress Payments returned to the
contractor (NL09) are retained for 32 days.

2.2.2 CAPABILITIES

   a. The Progress Payment System is a combination of online and batch
processing. The online portion is accessed through menus and allows the
user to input a PPR, input a Progress Payment Master, input corrections
to the Progress Payment Master File, inquire against both the Progress
Payment Master Data and the PPR and request delayed inquires of the
progress payment validation report and the review alert.

   b. The batch portion of the system validates the PPR, processes PPRs
that are received via EC/EDI or on floppy disk, creates the review alert
data and the payment data and issues six reports, two by request only.

2.2.3 PROCESSING PROCEDURES

   a. There are two major types of transactions processed by the system.
The first is the progress payment master. Before the system will
process any PPRs, the ACO must establish a progress payment master. The
master will be established and maintained in real-time. After the
progress payment master is established, the system will automatically
process and make payment on the contractor's PPRs, unless there are PPR
errors or the ACO has taken action to suspend or reduce progress
payments.

   b. After automatic or manual payment has been made on a PPR, the ACO
may view the payment data on Screens UNFM79 and UNFM80. Also Report
UNFM320A, Payment Notification on Progress Payment Requests, will be
automatically generated and forwarded to the ACO. In the case of
payments made completely outside the MOCAS System, DLA Form 477 will be
used. This is the ACO's official notification that payment has been
made, and should be filed in the official contract file along with the
record copy of the PPR.

2.2.4 ACCESS TO THE PROGRESS PAYMENT SYSTEM

2.2.4.1 UNAA10 - MOCAS DATA ENTRY MENU

   a. General - In order to access the Progress Payment System, the
user must first sign on to the online system and enter the YCPM library.
The next screen to be displayed will be UNAA10, MOCAS Data Entry Menu.

   b. Sample Screen

```
**************************************************************************
UNAA10                       MOCAS DATA ENTRY MENU
               ONLINE INPUT STATISTICS........................A
               BATCH STATUS INQUIRY...........................B
               MODE XC........................................X
               ABSTRACT CANCELLATION..........................1
               CONTROL DATA CHANGE:
                    ACRN......................................2
                    CLIN/ELIN.................................3
                    PIIN/SPIIN/ORG............................4
               PCSN DATA ENTRY MENU...........................5
               NLA NOTICE/REQUEST.............................6
               FINANCIAL DATA ENTRY MENU......................7
               MIR DATA ENTRY MENU............................8
               INDUSTRIAL LABOR RELATIONS:
                    MTHY CONTRACTOR EXP LIST...................9
                    ADDRESS CORRECTION........................10
               TCMD'S........................................11
               EXPORT TRAFFIC RELEASE........................12
                         FUNCTION:  XXX
                       BATCH-ID:  XXXXXX
**************************************************************************
```
                         Figure 2.2.4-1

   c. INPUT INSTRUCTIONS

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   To access the Progress Payment System,
                                enter a 7 for the Financial Data Entry
                                Menu.

BATCH-ID   Leave blank.

Depress ENTER to enter data into system, or PA2 to return to the
previous screen.

2.2.4.2 UNAA20 - FINANCIAL DATA ENTRY MENU

   a. General - After entering a 7 on Screen UNAA10, the Financial Data
Entry Menu, Screen UNAA20, will be displayed.

   b. Sample Screen

```
**************************************************************************
UNAA20                     FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY...............B  MODE XC ...............X
INVOICE DATA ENTRY MENU...........1  TRANSACTIONS FOR OTHERS:
                                        DETAIL RECORD..................8
MAPPR REQUEST/DELETE DATA ENTRY....2    MAJOR HEADER AND DELETE........9

DISBURSEMENT DATA ENTRY MENU ......3  302 REPORT:
                                        STATEMENT OF TRANSACTIONS.....10
AF C-147 & 1341, SF 1219, DD 1329..4    STATEMENT OF ACCOUNTABILITY...11

AIR FORCE C-146 DATA ENTRY........5  PROGRESS PAYMENT MENU...........12

ACCRUED EXPENDITURE DATA ENTRY.....6  CASH MANAGEMENT/PROMPT PAY MENU.13
MENU                                 COST AND FEE HISTORY UPDATE.....14

CONTRACT PAYMENT & REPORTING MENU..7  ACCOUNTING CLASSIFICATION MENU .15
                                        IBOP TRANSACTIONS...............16


                     FUNCTION: X
                     BATCH-ID: XXXXXX
**************************************************************************
                     Figure 2.2.4-2
```

   c. INPUT INSTRUCTIONS

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   To access the Progress Payment System,
                                 enter a 12 for the Progress Payment Menu.

BATCH-ID   Leave blank.

2.2.5   PROGRESS PAYMENT MASTER PROCESSING

2.2.5.1 ACO INPUT, DELETION, AND CORRECTIONS TO THE PROGRESS PAYMENT
         MASTER

2.2.5.1.1 UNFM50 - PROGRESS PAYMENT MENU

   a. General - The progress payment master is accessed from the
Progress Payment Menu, Screen UNFM50, shown below. The ACO can access
Functions 1, 3, 5, 6, 7, or 8 from this menu. DFAS can access Functions
B, X, 2, 4, 5, and 8.

   b. Sample screen - PROGRESS PAYMENT MENU

```
************************************************************************
UNFM50                  PROGRESS PAYMENT MENU                   94 08 25
CBUD:

    BATCH STATUS INQUIRY..........B     PAYMENT MASTER UPDATE...........4

*   MODE XC.......................X     PROGRESS PAYMENT INQUIRY MENU...5

    ACO PROGRESS PAYMENT MASTER...1     PROG PAY DELAYED INQUIRIES......6

*   PROGRESS PAYMENT INPUT........2     ACO O/R - AGING RPT UPDATE......7

    RETURN PROG PAY TO CNTRCTR....3     UNLOCK PROGRESS PAY MASTER......8


                         FUNCTION:  X
                         BATCH-ID:  XXXXXX

*               BATCH-ID MUST BE ENTERED FOR THESE FUNCTIONS




************************************************************************
```
Figure 2.2.5-1a

c.   Input Instructions

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	Enter a B to view the status of the PPR batches. Enter an X to close a batch. Enter a 1 to add, delete, or change a progress payment master. The entire master except for the amounts paid and the previous PPR Number may be changed from Screen UNFM51. Enter a 2 to input a PPR. Enter a 3 to return a PPR to the contractor. This deletes it from the Progress Payment Data Base File (NL01). Enter a 4 to update payment information and the previous PPR number on the master. Enter a 5 to access the progress payment inquiry menu. Enter a 6 to request a delayed inquiry or view requests entered today. Enter a 7 to update the aging report with the ACO override indicator. Enter an 8 to unlock the Progress Payment Master.
BATCH-ID	Enter a 6-position alphanumeric batch number. This field is required for Functions 2 and X only. Leave blank for any other function.
	Depress ENTER to access next screen related to chosen function, PA2 to exit.

d.   Error Messages

ERROR MESSAGE	REASON
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
J99 MUST BE ALPHANUMERIC	Incorrect characters such as 57, $, were entered in the highlighted field.
Q97 USER NOT AUTHORIZED TO PERFORM THIS FUNCTION	You are not allowed to perform the function you selected. Make sure you entered the correct number or letter in the function field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	CBUD is only available for FUNCTION and BATCH-ID on this screen.
XH0 FUNCTION NUMBER MUST MATCH SELECTION FROM SCREEN	The function you entered is not valid for this screen.

ERROR MESSAGE	REASON
XPO BATCH ID MUST BE ALPHANUMERIC WITH NO EMBEDDED BLANKS	You entered special characters or spaces somewhere in the BATCH-ID field.
XQ2 MUST ENTER PREVIOUSLY ASSIGNED JOB/ BATCH ID	When the function = X, you must enter an existing BATCH-ID.
XQ5 BATCH-ID FOR THIS JOB IS CURRENTLY IN USE	You entered a BATCH-ID that someone else is currently using.
XW5 BATCH HAS BEEN PROCESSED - MUST BE REOPENED	You must reopen the batch before you can access the data.
XW7 THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	The highlighted field must be blank.

2.2.5.1.2 UNFM51 - ACO PROGRESS PAYMENT MASTER

   a. General - This transaction will be input by the ACO upon
preparation of DLA Forms 325 and 1634 identifying the terms and
conditions to be included on the Progress Payment Master File. Only
contract management personnel will have access to this screen. It is
imperative that the data contained on the DLA Form 1634 be accurately
input into the system. Additions, changes, and deletions to the
Progress Payment Master File must be handled expeditiously to avoid
adverse effect in the automatic payment process.   Screen UNFM51 is
accessed by entering a 1 in the function field on Screen UNFM50,
Progress Payment Menu. Screen UNFM51 allows you to add, delete, or
update the ACO portion of the Progress Payment Master. NOTE: The
Progress Payment Master will be automatically deleted when the contract
drops from the data base (falls out of CAR section 9, six months after
closure). Information stored on the Progress Payment Master is used and
updated by both the ACO and DFAS. Only the ACO may update the ACO
information and only DFAS may update DFAS's information. The Progress
Payment Master File contains the contract level data required to pay
Progress Payments which is not available in the data base. In addition,
selected data relative to previously processed Progress Payments is also
retained on the file. The only corrections DFAS personnel are
authorized to make to the Progress Payment Master are the number of the
last Progress Payment paid (US or FMS), and the total dollar amount paid
in progress payments (total for US, FMS, or by country code). The
system will automatically update the above information if a payment is
made within the system, either manually or automatically. However, if a
payment is made outside the system, DFAS will manually update this
information.

   b. Sample Screen

```
************************************************************************
UNFM51                  ACO PROGRESS PAYMENT MASTER             94 08 25
CBUD:

PIIN: XXXXXX 99 XXXXX          SPIIN: XXXX

RGS-CODE: XXXXXXXX        ACTION-CD: X

SR-CODE: X     REVIEW-DATE:   XX XXX XX  DATE-REVIEW-COMPLT:  XX XXX XX

FIRST-ARTICLE-DOLLAR-LIMIT:  XXXXXXXXXXXX

FIRST-ART-ACCPT:   X       PERCENT-PROFIT: XX  X

ALT-LIQ-RATE-US:  XX X

ALT-LIQ-RATE-FMS:  XX X    RED-CD-US:  X

STOP-PAY-US:  X            CAGE:  XXXXX      SYSTEM-REVIEW-INDICATOR: X

RED-CD-FMS:  X   STOP-PAY-FMS:  X    CAO-ORG-CODE: XX    ACO-CODE:  XXX



************************************************************************
                       Figure 2.2.5-1b
```

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - Enter the contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the delivery order/call number.
RGS-CODE	Reading Group Specialist Code - System generated. This is the user's system logon.

After entry of the PIIN/SPIIN depress ENTER. The system will pull up the matching Progress Payment Master if one exists. A message will display if the contract is in a CAR section other than 1. If there is no matching Progress Payment Master, the system will prompt you to enter a new master or PA2 to exit.

DATA ELEMENT	INPUT INSTRUCTIONS
ACTION-CD	If you are entering a NEW Progress Payment Master, the cursor will bypass this field which enters a blank in the system. If an existing Progress Payment Master requires CHANGES, enter C. A C indicates a correction transaction which will update the Progress Payment Master File. If an existing contract requires DELETION from the Master File, enter D. A D will be used to delete an existing Progress Payment Master. (If a D is entered, the remaining fields on this record will be automatically filled with blanks.) Must be blank, C, or D.
SR-CODE	Status Review Code. This code is used to determine how often a periodic review should be performed and it establishes the review alert date unless an earlier date is entered in the review date field. The code should be taken from DLA Form 325.
	INITIAL TRANSACTIONS: Enter the appropriate SR Code 1, 2, or 3 as determined from DLA Form 325, Progress Payment Administration Record. This field cannot be left blank; must be 1, 2, or 3. An SR Code 1 will trigger a progress payment review alert in one year, an SR Code 2 in six months and an SR Code 3 in three months from the date the Progress Payment Master is created.

DATA ELEMENT	INPUT INSTRUCTIONS

CHANGE TRANSACTIONS: Changes which reduce the review cycle (a 1 to a 2 or 3, or a 2 to a 3) may be made at any time. Once the Review Date has arrived, a Date Review Complete must also be input to make this change. Such a change will update the Review Date by either 90 or 180 days (based upon the SR Code) from the transaction date. Changes which increase the review cycle (a 3 to a 2 or 1, or a 2 to a 1) can only be made after the Review Date has arrived, and must be accompanied by a Date Review Complete.

SEE NOTE TO REVIEW-DATE CHANGE TRANSACTIONS FOR MORE INFORMATION.

REVIEW-DATE

This is the review alert date. Completion of this field is optional and does not replace the need to complete the SR Code field. Generally, review dates should only be used in special circumstances. For example, at locations where Progress Payment System reviews are performed, the ACO may want to use the review date field so that all review alerts are issued on the same day. If completed, a Progress Payment Review alert will be issued on that date. An SR Code 1 will trigger a progress payment review alert one year from that date, an SR Code 2 in six months and an SR Code 3 in three months from the review date. There are, however, some limitations on using review dates. A review date cannot be input at the same time a Date Review Complete is input. Further, a review date can only reflect a date within the SR Code timeframe (i.e., if an SR Code 2 is used with a review date, the date cannot extend beyond six months). If no review date is input, which should generally be the case, the system automatically updates the review date, based on SR Code. If the review date field is used, enter specific review date of YY MMM DD, e.g., 9O AUG 02, for the next scheduled Progress Payment Review.

INITIAL TRANSACTIONS: If left blank, the Review Date will be set based upon the SR Code and the transaction date as follows: SR Code 1 = 1 year, SR Code 2 = 180 days, and SR Code 3 = 90 days. If a date is input, insure that it is less than the date the automated system would have generated or it will cause the transaction to reject. Also, if a Review Date is input that is earlier than the transaction date, the transaction will reject.

DATA ELEMENT	INPUT INSTRUCTIONS

CHANGE TRANSACTIONS: Normally there will be no need to input a review date on a change transaction. The Review Date will update automatically when the Date Review Complete is input. The new date will be established, based upon the SR Code time cycle and the previous Review Date. If for some reason the ACO needs to change the Review Date, the ACO may do so at any time within the current review cycle, then it cannot be changed until a Date Review Complete has Complete and Review Date on the same transaction. NOTE: IF YOU DECREASE THE SR CODE (A 1 TO A 2 OR 3 OR A 2 TO A 3) THE REVIEW DATE WILL BE AUTOMATICALLY GENERATED ONLY IF YOU DELETE THE PREVIOUS REVIEW DATE.

DATE-REVIEW-COMPLT

Date Review Complete - Enter the date the periodic review was completed (or the date review results are known) from the remarks section of DLA Form 1634. Enter date review complete in YY MMM DD format, e.g., 9O Aug 12. Important: If a review is not completed within 60 days of the scheduled review date or SR Code generated date, all further requests for automatic payment will be rejected. In this case, the system will automatically input an R in the reduction code U.S. and Reduction Code FMS fields. To enter a Date Review Complete once automatic progress payments have stopped, first enter a Date Review Complete into the Date Review Complete field. Second, enter a letter D into both the Reduction Code U.S. and Reduction Code FMS fields to delete the R codes. Both actions can be performed as a single change to the master file.

Depending on the length of time between completion of the out-of-cycle review and review due date, the ACO should make a determination as to whether another review is warranted of if the SR Code requires revision. If the ACO determines that another review is not required, then reason for such a decision should be documented in the remarks section of DLA Form 1634. In addition, the ACO's supervisor must authorize such action by signing the remarks section of the DLA Form 1634 along with the ACO.

DATA ELEMENT	INPUT INSTRUCTIONS

If the system review indicator is Y, entry of a date review complete will update the date review complete and review date fields on all other progress payment masters which match on CAGE and contain a system review indicator of Y. This will eliminate the need for manual entry of the date review complete on all progress payment masters when a periodic system review is performed.

INITIAL TRANSACTIONS: No input.

CHANGE TRANSACTIONS: The Date Review Complete cannot be a future date. The date entered should be the date the review was completed. If the Date Review Complete is not entered within 60 days of the Review Date, the system will establish Rs in the two Reduction Code fields on the 61st day. This will prevent automated payments. Input of the Date Review Complete after this event will not delete the Reduction Codes; you must also delete the Reduction Codes to restore automated payments in this case.

FIRST-ARTICLE-DOLLAR-LIMIT

If the contract contains a first article requirement, enter the first article dollar limit. If no first article requirement exists, leave blank. A letter D entered in the first position followed by blanks or blanking out the field denotes a delete transaction. Important: a dollar limitation of at least a dollar must be entered in this field when Special Provision Code F (First Article/Pre-Production sample report) is present on the Provisions Data Record. If the F is present and the FIRST ARTICLE DOLLAR LIMIT field on the Progress Payment Master is blank or contains alphas and/or zeros, an error message will be generated. If an instance exists where an F is located in the provision field and the first article does not apply to the contract, the ACO should remove the F. A PPR may be paid up to the amount of the first article dollar limit.

FIRST-ART-ACCPT

First Article Acceptance - If first article has been accepted, enter E. For this to be a valid entry, the first article dollar limit must have been established and entered into the Master File. To delete first article acceptance, enter D or blank out. If no first article, leave blank. Must be blank, E, or D.

DATA ELEMENT	INPUT INSTRUCTIONS

PERCENT-PROFIT

Profit Percentage - Enter a profit percentage figure if the contract contains an alternate liquidation rate. A profit percentage of 15.2% is entered as 15 2.

The ACO should enter the percent of profit commensurate with the development of the alternate liquidation rate. The system during its calculations and validations will monitor to determine if the contractor's profit rate has changed and alert the ACO to this condition so the ACO can determine whether another revision is necessary to the Alternate Liquidation Rate. The ACO may also wish to compare the profit for items delivered to date by using line 21a minus 20a divided by 20a. The Percent of Profit and Alternate Liquidations Rates input on the master are not actually used to make the payment, but are rather used to perform validation checks and to generate an error message to the ACO to alert them to out of sync conditions requiring further review.

The alternate liquidation rates input in the master should match those contained in the Provisions Data Record. Enter a D in the first position of this field followed by blanks or blank out the field to delete the profit percentage. If not applicable, leave blank. For initial input, this field should be blank. Must be blank, numeric or a D followed by blanks.

ALT-LIQ-RATE-US

Alternate Liquidation Rate for U.S. Requirements - Enter the alternate liquidation rate for U.S. requirements. It should match the liquidation rate in the provisions data record. 80.2 is entered as 80 2. In accordance with FAR 32.503-10(b)(4), the alternate liquidation rate should be expressed in tenths of a percent. If not applicable, leave blank. Enter a D in the first position of this field, followed by blanks or blank out the field to delete the alternate liquidation rate. Must be blank, numeric or a D, followed by blanks. This field is usually blank. If filled, rates should match those on the Provisions Data Record. This field is not used to calculate payment.

DATA ELEMENT	INPUT INSTRUCTIONS
ALT-LIQ-RATE-FMS	Alternate Liquidation Rate for FMS Requirements - Enter the alternate liquidation rate that applies to the Foreign Military Sales requirements portion of the contract; e.g., 80.2 is entered as 80 2. In accordance with FAR 32.503-10(b)(4), the alternate liquidation rate should be expressed in tenths of a percent. If not applicable, leave blank. Enter a D in the first position of the field followed by blanks or blank out this field to delete the alternate liquidation rate. This field is not used to calculate payment. It should match the liquidation rate in the provisions data record. Must be blank, numeric, or a D, followed by blanks. This field is usually blank. If filled, rates should match those on the Provisions Data Record. This field is not used to calculate payment.
RED-CD-US	Reduction Code U.S. Requirements - If a reduction code applies to U.S. requirements, enter R. To delete this code, enter D or blank. If not applicable, leave blank. Must be blank, R, or D. For most initial inputs this field should be blank. On occasion, an ACO may wish to reduce progress payments beginning with the very first one, so an R is an acceptable entry for initial input. This code will be automatically generated when 1) the contract moves to section 2 of the CAR after the nightly batch cycle is run or 2) a date review complete has not been entered and the review date is more than 60 days ago. The R will not automatically drop if the contract moves back to CAR Section 1. If you enter a new date review complete, you should also blank out or enter D in this field to delete the reduction code. The ACO may override a progress payment request that contains a reduction code by approving an amount on line 27 and signing the PPR. This will cause the PPR to pay in most cases.
STOP-PAY-US	Stop Payment Code U.S. Requirements - Enter Stop Payment Code S if the ACO indicates this contract should contain a stop payment code for U.S. requirements. A D or a blank will be used to delete the code. If not applicable, leave blank. Must be blank, S, or D. For all initial inputs, this field

DATA ELEMENT	INPUT INSTRUCTIONS
	would be blank. If an ACO wanted to stop the first Progress Payment, the best way is not to establish the master record. This code should be used judiciously since the ACO cannot override a stop payment code and cause a PPR to pay; the stop pay code must first be deleted from the master in order for the PPR to pay.
CAGE	Commercial and Government Entity - This is a code which uniquely identifies the contractor. Enter CAGE code for initial input (action code blank). Must be alpha-numeric.
SYSTEM-REVIEW-INDICATOR	Input a Y if the contractor is on a periodic system review. Leave blank if the contractor is not on a periodic system review. If the system review indicator is Y, entry of a date review complete will update the date review complete and review date fields on all other progress payment masters which match on CAGE and contain a system review indicator of Y. This will eliminate the need for manual entry of the date review complete on all progress payment masters when a periodic system review is performed.
RED-CD-FMS	Reduction Code FMS Requirements - Enter an R if the ACO indicates this contract should contain the Reduction Code for FMS require-ments. A D or a blank will be used to delete the code. If not applicable, leave blank. Must be blank, R, or D. This code will be automatically generated when 1) the contract moves to section 2 of the CAR after the nightly batch cycle is run or 2) a date review complete has not been entered and the review date is more than 60 days ago. The R will not automatically drop if the contract moves back to CAR Section 1. If you enter a new date review complete you should also blank out or enter D in this field to delete the reduction code. The ACO may override a PPR that contains a reduction code by approving an amount on line 27 and signing the PPR. This will cause the PPR to pay in most cases. See also RED CD (U.S.) above.
STOP-PAY-FMS	Stop Payment Code FMS Requirements - Enter an S if the ACO indicates this contract should contain the Stop Payment Code for FMS requirements. A D or a blank will be used to delete this code. If not applica-ble, leave blank. Must be blank, S, or D.

DATA ELEMENT	INPUT INSTRUCTIONS
	This code should be used judiciously since the ACO cannot override a stop payment code and cause a PPR to pay; the stop pay code must first be deleted from the master in order for the progress payment request to pay. SEE ALSO STOP PAY (US) ABOVE.
CAO-ORG-CD	Contract Administration Office Organization Code - Enter the two position organization code of the office preparing this input. This field must contain data for all input. Must fill.
ACO-CODE	Administrative Contracting Officer Code - Enter the three position code which identifies the ACO. This field must contain data for all input. Must fill.

Depress ENTER to process data into the system. Depress PA2 to return to the menu screen.

    d.   Error Messages

ERROR MESSAGE	REASON
018 PIIN/SPIIN NOT ON DATA BASE	No record of this PIIN/SPIIN on the data base.
HX0 MUST BE ENTERED - CANNOT BLANK	The field which must be entered will be highlighted.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
N73 INVALID ACTION CODE MUST BE 'C' OR 'D'	The action code entered is other than C or D. C is used to correct the Progress Payment Master and D is used to delete it.
N75 ACTION CODE MUST BE 'C' TO ENTER FIELD	When entering a Date Review Complete on an existing Progress Payment Master, an action code of C must be entered.
N78 CANNOT INCREASE REVIEW PERIOD	Cannot change an SR Code which increases the review cycle. However, an SR Code change which increases the review cycle can be made when a Date Review Complete is input.

DATA ELEMENT	INPUT INSTRUCTIONS
N79 CAN'T CHANGE BOTH REVIEW AND COMPLTE DATES	A review date and date review complete cannot be input on the same transaction.
N85 DATE CAN'T BE GREATER THAN CURRENT DATE	The Date Review Complete input cannot be a future date.
N94 CANNOT ENTER FIELD ON INITIAL INPUT	Cannot enter a Date Review Complete when initially establishing the master.
N95 REVIEW DATE EXCEEDS SR CODE TIME LIMIT	The review date input exceeds the SR Code period (e.g., SR 1 = 360 days).
N96 REVIEW DATE UNACCEPTABLE	The date entered must be later than the current date.
N97 CAO-ORG-CD INCORRECT FOR CONTRACT	The ORG Code entered does not match the ORG for this PIIN/SPIIN on the contract data base.
N98 CAGE INCORRECT FOR CONTRACT	The CAGE entered does not match the CAGE for this contract on the contract data base.
NA0 ENTRY OF PROFIT PERCENT MANDATORY	A profit percentage must be entered if alternate liquidation rates are entered.
NB5 SR-CODE MUST = 1 TO BE ON A SYSTEM REVIEW	In order for the contractor to qualify to be on a periodic system review, the SR code must be a 1.
NB6 MUST BE Y OR BLANK	The system review code must be a Y (the contractor is on a periodic system review) or blank (the contractor is not on a periodic system review).
NB7 THE SR CODE MUST BE 1, 2, OR 3	An SR Code must be input when establishing the master file.
NC0 ACO-CODE INCORRECT FOR CONTRACT	The ACO Code entered does not match the ACO Code for this contract on the contract data base.
NC8 CANNOT ENTER UNLESS SPECIAL CONTRACT PROVISION = F	You cannot enter a first article dollar limit when the provisions record does not indicate the contract contains a first article.
ND0 PP MASTER IN USE BY ABOVE HIGHLIGHTED RGS-CODE	Someone else is currently updating the Progress Payment Master. The RGS Code will identify that person.

DATA ELEMENT	INPUT INSTRUCTIONS
ND3 MSTR CAN'T BE ESTABLISHED - PP RATES DON'T EXIST	You cannot input a master if there are no Progress Payment rates in the contract provisions record.
ND4 MUST ENTER DATE-REVIEW-COMPLETE OR CHANGE SR-CODE	You attempted to change the review date (which is less than current date) without either entering the DATE-REVIEW-COMPLETE or changing the SR Code.
ND6 CAN'T DELETE MASTER IF PAYMENTS HAVE BEEN MADE	Action Code = D (to delete) and CUM-PP-PAID-US or CUM-PP-PAID-FMS field are not blank.
ND7 CANNOT DELETE REDUCTION CODE	You cannot delete the reduction codes without inputting a DATE-REVIEW-COMPLETE if if the review date is more than 61 days ago.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
XA9 MUST BE BLANK OR ALPHANUMERIC	The highlighted field must be blank or contain alphanumeric data.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the 3 position alpha abbreviation.
XE6 ACTION CODE MUST BE BLANK, C OR D	The only valid values for the action code are blank (to add), C (to correct), and D (to delete).
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR THE MONTH	The day must either be left blank or must be the numeric day.
XF2 MUST BE BLANK, OR D OR NUMERIC	The highlighted field must be left blank, contain numeric data or contain a D (to delete a previous entry).
XF3 MUST BE BLANK, E OR D	The First Article Acceptance Code is other than blank, D, or E. D is used to delete the acceptance code. E indicates first article approval has been received.
XF6 MUST BE BLANK, R OR D	The reduction code entered is other than R or D. R indicates the ACO anticipates reducing Progress Payments. This will stop automatic payment of the Progress Payment. D will delete a previous R code.
XF7 MUST BE BLANK, S OR D	The stop payment code entered is other than S or D. S is used to stop payment. D will delete a previous S code.

DATA ELEMENT	INPUT INSTRUCTIONS
XG0 MUST ENTER NUMERIC DATA	The highlighted field must contain numeric data.
XG3 MUST CONTAIN NUMERIC DATA GREATER THAN ZERO	If the action code is blank and the contract contains a First Article Clause this field must contain data.

2.2.5.2 AUTOMATIC UPDATES AND PURGING OF THE PROGRESS PAYMENT MASTER

2.2.5.2.1 AUTOMATIC UPDATES OF THE PROGRESS PAYMENT MASTER

   The Progress Payment Master is automatically updated in the following circumstances:

   a. The review date is automatically updated when the date review complete is entered. It is updated based on the SR code. Please note if the SR Code = 1, the system will generate a new review date one year from the current review date, not one year from the date review complete.

   b. The reduction codes, both US and FMS, are updated in two instances.

      (1) An R is placed in both fields when a scheduled periodic review is not performed within 61 days. In other words, a date review complete is not entered into the system within 61 days from the review date. The ACO may override the reduction code in this case to allow a PPR to pay. CAUTION: UNTIL A DATE REVIEW COMPLETE IS ENTERED THE ACO CANNOT DELETE THE REDUCTION CODES.

      (2) An R is placed in both fields when the contract moves to CAR section 2. The ACO may override the reduction code in this case also. In the event the contract moves back to section 1, the R codes will not be automatically deleted.

   c. When a Date Review Complete is entered onto a Progress Payment Master with a system review indicator, all other Progress Payment Masters which contain a system review indicator and the identical CAGE are then updated with the entered Date Review Complete.

   d. The previous PPR number and cumulative Progress Payment paid fields (both US and FMS) as well as the Country Code and PP-CUM-TO-DATE are automatically updated when a payment is made through the MOCAS System.

   e. The PIIN/SPIIN is automatically updated with a new PIIN/SPIIN when the contract number is changed in the system.

   f. The CAO-ORG-CODE is automatically updated when the ORG Code on the MAF is changed or when the ORG Code on the contract data record is updated.

   g. The ACO Code is automatically updated when the ACO Code on the MAF is changed and the contract data record is changed. Note that if the ACO Code on the contract data record did not match the ACO Code on the MAF, the contract data record will not be changed nor will the Progress Payment Master be changed.

2.2.5.2.2 DELETION OF THE PROGRESS PAYMENT MASTER

   a. The Progress Payment Master is deleted when the ACO enters a D in the action code. Note that if a Progress Payment has been paid, the system will not allow the ACO to delete the master.

   b. The Progress Payment Master is automatically deleted during the monthly cycle when the contract falls off the data base (i.e. the contract has been in section 9 for six months).

2.2.5.2.3 UNFM91 - UNLOCK PROGRESS PAYMENT MASTER

  a. General - This function should be used in the event of a system
crash when a progress payment master was in use at the time of the crash
or if someone exits the system without properly backing out (PA2). If
either of these occurs the master will be locked i.e., no one will be
able to access it, until an authorized person unlocks it using Screen
UNFM91. The message PROGRESS PAYMENT MASTER IN USE BY ABOVE HIGH-
LIGHTED RGS CODE will appear if the master is either in use or has
become locked. If the master remains in use for an extended time by the
same RGS code it is probably locked. Both DFAS and DCMC personnel have
access to this screen. Therefore, to avoid confusion DFAS should only
unlock DFAS RGS Codes and DCMC should only unlock DCMC RGS Codes. This
screen is accessed from the Progress Payment Menu, UNFM50 by entering a
9 in the function field.

  b. Sample Screen

****
UNFM91   UNLOCK PROGRESS PAYMENT MASTER   95 01 19
CBUD:

                         PIIN: XXXXXX XX X XXXX
                         SPIIN: XXXX
                         RGS-CODE: C000001

      PRESS ENTER TO UNLOCK, PA2 TO EXIT

****
                         Figure 2.2.5-2c

  c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

PIIN   Procurement Instrument Identification
                              Number - Enter the contract number
                              associated with the Progress Payment Master
                              that you wish to unlock. Must be entered.
                              Cannot be blank.

DATA ELEMENT	INPUT INSTRUCTIONS
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/ delivery order number associated with the Progress Payment Master that you wish to unlock. Must be alphanumeric or blank.
RGS-CODE	Reading Group Specialist Code - The code used to access the MOCAS System assigned to a specific user. The RGS Code of the person who was in the master at the time the system crashed will be displayed here. System generated. No entry allowed.

d. Error Messages

ERROR MESSAGE	REASON
NA7 PP MASTER NOT FOUND, RE-ENTER/ PA2	The progress payment master you are trying to unlock, is not currently locked or does not exist.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

2.2.5.3 INQUIRIES AGAINST THE PROGRESS PAYMENT MASTER

2.2.5.3.1 UNFM61 - PROGRESS PAYMENT INQUIRY MENU

   a. General - UNFM61 is used for all online Progress Payment
inquiries. It is accessed by entering a 5 in the function field on
Screen UNFM50, Progress Payment Menu. NOTE: PROGRESS PAYMENTS REJECTED
TO ACO AND ACO PERIODIC REVIEW ALERTS MAY ALSO BE OBTAINED THROUGH A
DELAYED INQUIRY ON SCREEN UNFM75.

   b. Sample Screen

```
**************************************************************************
UNFM61                  PROGRESS PAYMENT INQUIRY MENU             94 08 25
CBUD:

VALIDATION OF PP REQUEST ......A  ACO PERIODIC REVIEW ALERT...........E
PP MASTER INQUIRY BY PIIN......B  PAID PROGRESS PAYMENT SUMMARY.......F
PP REQUESTS REJECTED TO ACO ...C  PP MASTER INQUIRY BY CAGE...........G
PROGRESS PAYMENTS PAID........D  PP RETURNED TO CONTRACTOR ..........H


                         FUNCTION: X

        ACO-CODE:  XXX               CAO-ORG-CODE:  XX
            PIIN:  XXXXXX XX XXXXX          SPIIN:  XXXX
       PP-REQ-NO:  XXXX              US-FMS-IND:  X
 BEGINNING-DATE:  XX XXX XX          ENDING-DATE:  XX XXX XX
            CAGE:  XXXXX




**************************************************************************
                         Figure 2.2.5-3a
```

   c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter an A to access PPR validation data.
                                (See paragaraph 2.2.6.4 of this manual for
                                further information.) Enter a B to access
                                the Progress Payment Master Inquiry by
                                PIIN. (See paragraphs 2.2.5.3.2 and
                                2.2.5.3.3 of this manual for further
                                information.) Enter a C to access the PPRs
                                returned to the ACO for action by DFAS.

DATA ELEMENT	INPUT INSTRUCTIONS
	(See paragraph 2.2.6.1 of this manual for further information.) Enter a D to access PPRs which have paid. (See paragraphs 2.2.6.23 and 2.2.6.24 of this manual for further information.) Enter an E to access the ACO periodic review alerts. (See paragraph 2.2.5.4.1 of this manual for further information.) Enter an F to access the paid Progress Payment summary. (See paragraph 2.2.6.26 of this manual for further information.) Enter a G to access the Progress Payment Master Inquiry by CAGE. (See paragraph 2.2.5.3.4 of this manual for further information) Enter an H to access the PPRs returned to for further information.) Must be A, B, C, D, E, F, G, or H.
ACO-CODE	Administrative Contracting Officer Code - Enter the ACO Code for Function C. Leave blank for Functions B and G. For Functions A and D, you can either enter the ACO Code or the PIIN/SPIIN/PP-REQ-NO/US-FMS-IND. For Functions E and F, enter either the three position ACO Code or the CAO-ORG-CODE. For Function H, you can either enter the ACO Code, CAO-ORG-CODE or the PIIN/SPIIN/PP-REQ-NO/US-FMS-IND. Must be blank or alphanumeric.
CAO-ORG-CODE	Contract Administration Office Organization Code - Leave blank for Functions A, B, C, D, and G. For Functions E, F, or H, if you desire to see information for the entire CAO, then enter the CAO-ORG-CODE. May be blank or alphanumeric.
PIIN	Procurement Instrument Identification Number - Enter the contract number for Function B. Enter the contract number for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). For Functions C, E, and G, leave blank. Must be blank or alphanumeric.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/ delivery order number for Function B. Enter the call/delivery order number for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). For Functions C, E, and G, leave blank. Must be blank or alphanumeric.

DATA ELEMENT	INPUT INSTRUCTIONS
PP-REQ-NO	Progress Payment Request Number - Enter the PPR Number for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO code or CAO-ORG-CODE is not entered). Leave blank for Functions B, C, E, and G.
US-FMS-IND	United States/Foreign Military Sales Indicator - Enter the US-FMS-IND for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). Leave blank for Functions B, C, E, and G. Must be blank, A (US), or B (FMS).
BEGINNING-DATE	Leave blank for Functions A, B, C, G, and H. For Functions D, E, and F, the BEGINNING-DATE may be blank which will default to the last cycle date, or for D and F, it may be up to 32 days prior to the current date. For E, it may be up to 14 days prior to the current date.
ENDING-DATE	Leave blank for Functions A, B, C, G, and H. For Functions D, E, and F, the ENDING-DATE may be blank, which will default to the next cycle date, or for D and F, it may be up to 32 days, prior to the current date. For E, it may be up to 14 days, prior to the current date.
CAGE	Commercial and Government Entity - This is a code which uniquely identifies the contractor. Leave blank for Functions A, B, C, D, E, F, and H. Enter the CAGE Code for Function G. Must be blank or alpha-numeric.

    d.   Error Messages

ERROR MESSAGE	REASON
HD1 ACO CODE MUST BE ON TB0044	The ACO Code you entered is not a valid ACO Code.
HX0 MUST BE ENTERED CANNOT BE BLANK	The highlighted field must be entered to view the requested selection.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ AND MUST NUMERIC BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.

ERROR MESSAGE	REASON
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
N80 CAO OR ACO MUST BE ENTERED FOR THIS FUNCTION	For functions E and F you must enter either the ACO-CODE or the CAO-ORG-CODE.
N83 PP MASTER NOT FOUND RE-ENTER/PA2 TO EXIT	There is no matching Progress Payment Master. Re-enter the PIIN/SPIIN or depress PA2 to exit.
N85 DATE CAN'T BE GREATER THAN CURRENT DATE	Cannot enter a beginning or ending date that is later than the current date.
N86 CANNOT BE OLDER THAN 32 DAYS	For Functions D or F, the beginning or ending date cannot be more than 32 days ago.
N87 CANNOT BE OLDER THAN 14 DAYS	For Function E, the beginning or ending date cannot be more than 14 days ago.
N89 DATE CANNOT BE LESS THAN BEGIN DATE	The ending date cannot be earlier than the beginning date.
N99 ENTER ACO OR PIIN/SPIIN/PP77/FMS	For Functions A and D, you must either enter an ACO Code or the specific PPR you wish to view.
NA4 INVALID US-FMS-IND, MUST BE 'A' OR 'B'	The US-FMS-Indicator must be A (US), or B (FMS).
NA5 INVALID FUNCTION, MUST BE A,B,C,D,E,F,G OR H	The entered function was not A, B, C, D, E, F, G, or H.
NA9 NO DATA FOUND, ENTER ANOTHER/PA2 TO EXIT	There was no data which matched your selected criteria.
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three positions of the PP-REQ-NO must be numeric. The last position must be an alpha or blank.
NC7 ACO CODE MUST BE ENTERED FOR FUNCTION	You must enter the ACO Code if Function C is selected.
ND9 ENTER ACO-CODE, CAO-ORG-CODE OR PIIN/SPIIN/ PP-REQ-NO/US-FMS-IND	For Function H you must either enter an ACO Code, a CAO ORG Code or the specific PPR you wish to view.

ERROR MESSAGE	REASON
Q97 USER NOT AUTHORIZED TO PERFORM THIS FUNCTION	You are not allowed to perform the function you selected. Make sure you entered the correct letter in the function field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
U31 MUST MATCH A VALID CAO CODE ON TABLE TB0040	The CAO-ORG-CODE you entered is not valid.
XB7 MUST ENTER ALPHANUMERIC DATA	The highlighted field must contain alpha-numeric data.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the three position alpha abbreviation.
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR THE MONTH	The day must either be left blank or must be the numeric day.
XW7 THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	You entered something in field which should be blank for the function you selected.

2.2.5.3.2 UNFM70 - PROGRESS PAYMENT MASTER INQUIRY BY PIIN

   a. Screen UNFM70 - Progress Payment Master Inquiry by PIIN shows the
data on the Progress Payment Master. It is displayed when function B
and the appropriate PIIN/SPIIN are entered on Screen UNFM61, Progress
Payment Inquiry Menu. NOTE: The Progress Payment Master will be
automatically deleted when the contract drops from the data base.

   b. Sample Screen

```
*************************************************************************
UNFM70           PROGRESS PAYMENT MASTER INQUIRY BY PIIN        94 08 25
CBUD:


PIIN:  N00104 93 G9372        SPIIN: 0001      CAGE:  12345
CNTRCTR-NAME:   TRW INC.                CAO-ORG-CODE: GB    ACO-CODE: GEE

SR-CODE:  1      REVIEW-DATE:  95 JUN 01  DATE-REVIEW-COMPLT:
FIRST-ARTICLE-DOLLAR-LIMIT:                      FIRST-ART-ACCPT:


RED-CD-US:                        RED-CD-FMS:
STOP-PAY-US:                      STOP-PAY-FMS:
PREV-PP-REQ-NO-US:            5   PREV-PP-REQ-NO-FMS:            2
CUM-PP-PAID-US:       7 926 387   CUM-PP-PAID-FMS:          400 211
ALT-LIQ-RATE-US:                  ALT-LIQ-RATE-FMS:
PERCENT-PROFIT:                   SYSTEM-REVIEW-INDICATOR:       Y




*************************************************************************
```
                         Figure 2.2.5-3b

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                              Number - The Contract Number.

SPIIN   Supplemental Procurement Instrument Identi-
                              fication Number - The call/delivery order
                              number.

CAGE   Commercial and Government Entity - The
                              code that uniquely identifies a contractor.

CNTRCTR-NAME   Contractor Name - The name of the contrac-
                              tor.

CAO-ORG-CODE   Contract Administration Office Organization
                              Code - The code which identifies the con-
                              tract administration office.

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which identifies the ACO assigned to the contract.
SR-CODE	Status Review Code - The code that identifies how often a periodic review will be performed on a contract. 1 = Yearly, 2 = Twice a Year, and 3 = Quarterly.
REVIEW-DATE	The date the periodic review is scheduled to be performed.
DATE-REVIEW-COMPLT	Date Review Complete - The date the last periodic review was completed.
FIRST-ARTICLE-DOLLAR-LIMIT	The dollar limit above which a Progress Payment will not be paid until the first article test is approved.
FIRST-ART-ACCPT	First Article Acceptance - This is a code which indicates that the first article test has been accepted. An E indicates acceptance.
RED-CD-US	Reduction Code US - A code of an R indicates that the ACO intends to reduce the Progress Payments against US requirements. The R Code will stop the progress payment from paying automatically. (See subparagraph 2.2.5.1.2(c) for conditions when this code is system generated.)
RED-CD-FMS	Reduction Code FMS - A code of an R indicates that the ACO intends to reduce the Progress Payments against FMS requirements. The R Code will stop the progress payment from paying automatically. (See subparagraph 2.2.5.1.2(c) for conditions when this code is system generated.)
STOP-PAY-US	A code of S indicates that the ACO wishes all US Progress Payments against this contract stopped.
STOP-PAY-FMS	A code of S indicates that the ACO wishes all FMS Progress Payments against this contract stopped.
PREV-PP-REQ-NO-US	Previous Progress Payment Request Number US - The Progress Payment Number of the last US progress payment paid.
PREV-PP-REQ-NO-FMS	Previous Progress Payment Request Number FMS - The Progress Payment Number of the last FMS Progress Payment paid.

DATA ELEMENT	DESCRIPTION
CUM-PP-PAID-US	Cumulative Progress Payments Paid US - The cumulative dollar amount of US Progress Payments paid.
CUM-PP-PAID-FMS	Cumulative Progress Payments Paid FMS - The cumulative dollar amount of FMS Progress Payments paid.
ALT-LIQ-RATE-US	Alternate Liquidation Rate US - The alternate liquidation rate approved by the ACO in accordance with FAR 32.503-9 for US requirements.
ALT-LIQ-RATE-FMS	Alternate Liquidation Rate FMS - The alternate liquidation rate approved by the ACO in accordance with FAR 32.503-9 for FMS requirements.
PERCENT-PROFIT	Profit Percentage - The profit percentage used in determining the alternate liquidation rate(s).
SYSTEM-REVIEW-INDICATOR	A value of Y means that the contract is on a periodic system review. A value of blank means it is not on a periodic system review.

2.2.5.3.3 UNFM71 - PROGRESS PAYMENT MASTER INQUIRY TOTALS BY COUNTRY
          CODE

   a. General - Screen UNFM71 will automatically be displayed when ENTER
is depressed on Screen UNFM70, if a PPR has been paid. NOTE: USE THE
PF4 KEY TO GO BACK ONE SCREEN.

   b. Sample Screen:

```
**********************************************************************
UNFM71                   PROGRESS PAYMENT MASTER INQUIRY          94 08 25
                       TOTALS BY COUNTRY CODE
CBUD:
  PIIN:  N00104 93 G9372    SPIIN:    0001
----------------------------------------------------------------------
SUB RECORD

 COUNTRY-CODE   PP-CUM-TO-DATE     COUNTRY-CODE      PP-CUM-TO-DATE
    US              7 926 387          IS                 398 211
    UK                  2 000




**********************************************************************
                       Figure 2.2.5-3c
```

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                                Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                                Identification Number - The delivery
                                order/call number.

COUNTRY-CODE   The country code applicable to the
                                payment. If the funds are US funds, US
                                will be displayed in this field.

PP-CUM-TO-DATE   Cumulative Amount of Progress Payments
                                Paid to Date - The total amount paid in
                                Progress Payments for the specific
                                Country Code.

2.2.5.3.4 UNFM87 - PROGRESS PAYMENT MASTER INQUIRY BY CAGE

   a. Screen UNFM87 - Progress Payment Master Inquiry by CAGE provides a
list of Progress Payment Masters in the system for a specific CAGE. It
is displayed when function G and the appropriate CAGE are entered on
Screen UNFM61, Progress Payment Inquiry Menu. Each occurrence of this
screen will provide a running total of the cumulative Progress Payments
paid US and FMS. NOTE: USE THE PF4 KEY TO GO BACK ONE SCREEN.

   b. Sample Screen

```
**************************************************************************
UNFM87     PROGRESS PAYMENT MASTER INQUIRY BY CAGE   PAGE 1       95 01 19
CBUD:                                                        CAGE:  99167


PIIN      SPIIN     SYSTEM- RED-CD- RED-CD- CUM-PP-PAID-US CUM-PP-PAID-FMS
                    REVIEW-     US      FMS
                    INDICATOR
F34601 91 G7710 BS10  Y         R       R         531 721 825             0
F34601 91 G7710 BS22  Y         R       R                   0     273 621
```
```
**************************************************************************
```
                          Figure 2.2.5-3d

   c. Description

DATA ELEMENT   DESCRIPTION

CAGE   Commercial and Government Entity - The
                                code that uniquely identifies a contractor.

PIIN   Procurement Instrument Identification
                                Number - The Contract Number.

SPIIN   Supplemental Procurement Instrument Identi-
                                fication Number - The call/delivery order
                                number.

SYSTEM-REVIEW-   A value of Y means that the contract is on
INDICATOR   a periodic system review. A value of blank
                                means it is not on a periodic system
                                review.

RED-CD-US   Reduction Code US - A code of an R
                                indicates that the ACO intends to reduce
                                the Progress Payments against US require-
                                ments. The R Code will stop the progress
                                payment from paying automatically. (See
                                subparagraph 2.2.5.4.1(a) for conditions
                                when this code is system generated.)

2-83

DATA ELEMENT	DESCRIPTION
RED-CD-FMS	Reduction Code FMS - A code of an R indicates that the ACO intends to reduce the Progress Payments against FMS requirements. The R Code will stop the Progress Payment from paying automatically. (See subparagraph 2.2.5.4.1(a) for conditions when this code is system generated.)
CUM-PP-PAID-US	Cumulative Progress Payments Paid US - The cumulative dollar amount of US Progress Payments paid.
CUM-PP-PAID-FMS	Cumulative Progress Payments Paid FMS - The cumulative dollar amount of FMS Progress Payments paid.

2.2.6 PROGRESS PAYMENT REQUEST PROCESSING

   a. Lot Progress Payments - Where a contract contains multiple Pro-
gress Payment rates per DLAM 8105.1 and DLAM 8000.5 (hereafter referred
to as the DLAMs). (This does not apply to separate rates for the US and
FMS portions of a contract), the ACO shall establish a separate PPR
number series for each lot and instruct the contractor to use the appli-
cable series when submitting PPRs. (Note that the lot number must be a
one position alpha character). The contractor shall also be instructed
to segregate the costs and liquidations for each lot separately. The
ACO should assure that the lot number is on the PPR prior to presigning
the PPR. The ACO shall submit the presigned Lot PPR for processing
either electronically or by mail to DFAS for manual inputinto the MOCAS
System. For example, a US PPR 851 which applies to lot B, will be
entered with a US-FMS indicator of A and a request number of 001B. The
ACO should assure the highest Progress Payment and liquidation rate is
entered in the Provisions Data Record. Note: These contracts are
manually tracked by DFAS/ACO. Payments cannot be made API. Where a
contract starts out with a single payment and liquidation rate but
subsequently additional work is added which sets forth different PP
rates (multiple lots) and the contractor has already requested Progress
Payments on the initial portion of the contract the contractor should
not be renumbering the Progress Payments on the initial portion. For
example:

   (1) 10/93 - Initial contract - PP rate 80%, liquidation rate 80%

   (2) 12/93 - Progress Payment Request 001
        1/94 - Progress Payment Request 002
        2/94 - Progress Payment Request 003
        3/94 - Progress Payment Request 004
        4/94 - Progress Payment Request 005

   (3) 5/94 - Work added to contract - PP rate 85%, liquidation rate
85% (Original work becomes lot A, new work becomes lot B)

   (4) 6/94 - Progress Payment Request 006A
               Progress Payment Request 001B

   (5) 7/94 - Progress Payment Request 007A
               Progress Payment Request 002B

If multiple lots and rates are required to be set up because undefini-
tized work is added to the contract a new lot numbering should be used.
When the undefinitized portion is definitized the same lot numbering
system should be maintained unless the Progress Payment rate is the same
as the Progress Payment rate for the original portion of the contract
and the contract does not require the costs to be segregated separately.

   b. General processing - Progress Payment Requests are received for
processing into the MOCAS System in the following formats: Floppy Disk,
Hard Copy SF 1443, or via Electronic Data Interchange (EDI) utilizing
the American National Standards Institue (ANSI) AccreditedStandards
Commitee (ASC) X12 Transaction Set 810-Progress Payment. If there are
calcual-tion PPR errors, the system will not process the PPR for payment
except in the following instances.

(1) If line 26 (or line 19 if 26 is not required) is up to $10.00 less than the calculated amount, the system will pay the requested amount, or

(2) If line 26 (or line 19 if 26 is not required) is up to $10.00 more than the calculated amount provided that it does not exceed the maximum Progress Payment amount for the contract, or

(3) If the data base has a higher PP percentage and DFAS recodes the PPR the system will pay the requested amount, or

(4) If the data base has a higher total value(line 5) and DFAS recodes the PPR the system will pay the requested amount.

2.2.6.1   REJECTED PROGRESS PAYMENT REQUESTS

a.   In all cases DFAS will be furnished a UNFM300A – Contract Administration Progress Payment Report. For PPRs that did not pass validation, DFAS will verify that the data on the PPR was correctly transcribed into the data system, and/or that there are no contract modifications awaiting input. If neither of these conditions apply, DFAS will cause the data to be rejected to the ACO who can view it online via Screens UNFM62-UNFM69 or Request Delayed Inquiry Report UNFM300B. A list of PPRs which have been rejected to the ACO can be viewed on Screen UNFM72.

b.   Screens UNFM62-UNFM69 will display the contractor's PPR entries and the system calculated correct entries along with system generated error messages explaining any discrepancies. The ACO may either return the PPR to the contractor or override the PPR. These are the only two valid options. If overriding, the ACO must sign the PPR and return four copies to DFAS accompanied by screen prints of UNFM62-69 or hard copy Report UNFM300B, annotated with reason for override. However, for PPRS submitted via EDI, the ACO will overide or reject/return the PPR electronically via the Standard Electronic Payment System (SEPS). It is not permissible to correct the Progress Payment Master and request DFAS to reprocess the PPR without the ACO approving an amount and signing the PPR. The ACO may override all PPR validation error messages except for the following: (Note: If the ACO fixes the error condition prior to approving an amount and signing the PPR he will be able to override the condition.)

(1) ADPE-number not numeric (input error).

(2) Action code not equal to A, C, or space (input error).

(3) The STOP-PAY-FMS or STOP-PAY-US code on the PP Master contains an S.

(4) The action code = A (input error).

(5) The PP rate the contractor requested is less than the data base percentage and action code is not equal to C or the PP rate the contractor requested is greater than the data base percentage.

(6) The previous Progress Payment was not paid or this is a duplicate of a previously paid Progress Payment.

(7) The NPE record = Spaces (input error).

(8) Duplicate input error (input error).

(9) The contract is not in the MOCAS.

(10) The total amount the contractor requested by country code does not equal the amount of the PPR.

(11) There are more than 25 country codes on a particular PPR.

(12) Duplicate Input of Country Codes (input error).

(13) No Progress Payment Master has been established.

(14) The ACO approved amount (line 27) exceeds the first article dollar limitation when the first article acceptance code is blank.

NOTE: Normally, the ACO should not receive rejects for those conditions identified as input errors.

2.2.6.1.1 UNFM72 - PROGRESS PAYMENT REQUESTS REJECTED TO ACO

   a. General - UNFM72 contains all PPRs which have been returned to the
ACO for action. They will remain on this screen until they are either
paid or the ACO returns the PPR to the contractor. This screen may be
accessed via Function C on Screen UNFM61 which resides in the YCPM
library or it may be accessed via Function C on Screen UNFM73 which
resides in the YCA1 library.

   b. Sample Screen

```
**************************************************************************
UNFM72        PROGRESS PAYMENT REQUESTS REJECTED TO ACO         94 06 06
CBUD:                         ACO-CODE:   GEE

     CNTRCTR-NAME     PIIN    SPIIN    PP-REQ-NO  US-FMS EDI DT-REJ-TO-ACO
--------------------------------------------------------------------------


SUNSTRAND AVIATION  N00383  94 C3789        001  A       Y   94 JUN 03
BOEING DEFENSE & S  F34605  94 G3974 0028   021  B           94 JUN 05
BOEING DEFENSE & S  F34605  94 G3974 1034   002  A           94 JUN 03
```
```
**************************************************************************
```
                           Figure 2.2.6-1a

   c. Description

DATA ELEMENT   DESCRIPTION

ACO-CODE   Administrative Contracting Officer Code -
                              The code which identifies the ACO.

CNTRCTR-NAME   Contractor Name - The company name.

PIIN   Procurement Instrument Identification
                              Number - The contract number.

SPIIN   Supplemental Procurement Instrument Identi-
                              fication Number - The delivery order/call
                              number.

PP-REQ-NO   Progress Payment Request Number - The
                              number of the PPR as shown in block 8A of
                              the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
EDI	ELECTRONIC DATA INTERCHANGE - The indicator will have either a Y for an EDI submitted Progress Payment or a blank if not an EDI Progess Payment.
DT-REJ-TO-ACO	Date Rejected to the Administrative Contracting Officer - The date the progress payment request was A coded by DFAS.

2.2.6.1.2 UNKA40 - ONLINE INQUIRIES MASTER MENU

   a. General - UNKA40 currently exists in the YCA1 library and is used
for numerous functions. The discussion here will be limited to Function
H.

   b. Sample Screen

```
************************************************************************
UNKA40                    ONLINE INQUIRIES MASTER MENU

             USER ID:  XXXXXXXX            REQUEST DATE:  XX XX XX


             COMPUTER BASED USER DOCUMENTATION .................A

             APPLIED MODIFICATIONS..............................B
             CAGE AND DODAAC DATA INQUIRY.......................C
             CONTRACTS BY CONTRACTOR............................D
             SUMMARY OF SHIPMENT DATA BY CONTRACT...............E
             CONTRACT LINE ITEM STATUS..........................F
             ONLINE ABSTRACT INQUIRY ...................... .....G
             ACO WORKLOAD.......................................H

                FUNCTION:  X

                  ACO-CD:    XXX    (ENTER FOR FUNCTION H ONLY)
                    CAGE:    XXXXX  (ENTER FOR FUNCTION C ONLY)
                  DODAAC:    XXXXXX (ENTER FOR FUNCTION C ONLY)




************************************************************************
                        Figure 2.2.6-1b
```

   c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter a H to access the ACO workload menu.

ACO-CD   Administrative Contracting Officer Code -
                                Enter the code of the ACO.

CAGE   Commercial and Government Entity - Leave
                                blank for Function H.

DODAAC   Department of Defense Activity Address
                                Code. Leave blank for Function H.

d. Error Messages

ERROR MESSAGE	REASON
HXA MUST BE ENTERED FOR SELECTED OPTION	You did not enter the ACO-CD.
HXC INVALID ACO	The ACO-CD you entered does not match a valid ACO-CD in the system.
HXI MUST BE ALPHABETIC AND/ OR NUMERIC - MUST BE FILLED	You entered blanks or special characters in the ACO-CD or function field.
HX1 INVALID FUNCTION ENTERED	You entered a character in the function field which is not on the menu.
HX4 SELECT A VALID FUNCTION	You failed to make an entry in the function field.

2.2.6.1.3 UNFM73 - ACO WORKLOAD MENU

  a. General - UNFM73 is accessed from Screen UNKA40 when Function H
is entered. This menu will allow the ACO to access the RDF workload,
the rejected PPR workload or the periodic review alerts. NOTE:
Effective August 31, 1996, the RDF function has been disabled in
accordance with DCMC policy letter 96-4 dated April 1, 1996.

  b. Sample Screen

```
*************************************************************************
UNFM73                      ACO WORKLOAD MENU                   94 08 25
CBUD:
    USER ID:  C000001                   ACO-CD:  GEE


    COMPUTER BASED USER DOCUMENTATION .................A
    REVISED DELIVERY FORECAST WORKLOAD.................B
    REJECTED PROGRESS PAYMENT REQUEST WORKLOAD.........C
    ACO PERIODIC REVIEW ALERT..........................D




          FUNCTION:  X

    BEGINNING-DATE:  XX XXX XX      ENDING-DATE:  XX XXX XX
    ENTER BEGINNING AND ENDING DATES FOR FUNCTION 'D' ONLY




*************************************************************************
                         Figure 2.2.6-1c
```

  c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter an A to access the help screen, a C
                                to access the Rejected PPR workload or a D
                                to access the ACO Periodic Review Alerts.
                                (See paragraphs 2.2.6.1.1 and 2.2.7.1)

BEGINNING-DATE   Leave blank for Functions A and C. For
                                Function D the beginning-date may be blank
                                which will default to the last cycle date,
                                or it may be up to 14 days prior to the
                                current date.

DATA ELEMENT	INPUT INSTRUCTIONS
ENDING-DATE	Leave blank for Functions A and C. For Function D the ending-date may be blank, which will default to the next cycle date or it may be up to 14 days prior to the current date.

    d.   Error Messages

ERROR MESSAGE	REASON
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HX1 INVALID FUNCTION ENTERED	You entered a character in the function field which is not on the menu.
HX4 SELECT A VALID FUNCTION	You failed to make an entry in the function field.
N85 DATE CAN'T BE GREATER THAN CURRENT DATE	You entered a beginning or ending date that is in the future.
N87 CANNOT BE OLDER THAN 14 DAYS	You entered a beginning or ending date that is more than 14 days ago.
XE1 MUST BE ALPHA MONTH JAN-DEC	You entered something besides a valid month in the beginning or ending date.
XG8 MUST ENTER A VALID DAY, 01 THRU 31 AND VALID FOR MONTH	You entered an invalid day.
XW7 THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	The beginning and ending date fields should only contain data if function is D.

2.2.6.1.4 UNFM62 - VALIDATION OF PROGRESS PAYMENT REQUEST, SCREEN 1

   a. General - UNFM62 is the first screen in the Progress Payment
Validation Inquiry. This screen is accessed from the Progress Payment
Inquiry Menu, Screen UNFM61 through Function A. Throughout this inquiry
the PF4 key will return you to the previous screen. NOTE: SINCE THIS
INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN, USE
THE PF4 KEY.

   b. Sample Screen

```
**********************************************************************
UNFM62         VALIDATION OF PROGRESS PAYMENT REQUEST          94 08 25
CBUD:

ACO-CODE: GEE CAO-ORG-CODE: GB CAGE: 89342 CNTRCTR-NAME: SUNSTRAND AVIATION
PIIN: N00104 94 C2579   SPIIN:         PP-REQ-NO: 002   US-FMS-IND:  B EDI:  Y
PP-REQ-DATE: 94 JUN 12  ADPE-NO: 937432   BUS-CD: C  DT-REJ-TO-ACO:  94 AUG 10


LINE-NO   INPUT-AMT              CALCULATED        ERROR-MESSAGE-STATUS
-----------------------------------------------------------------------------
5  -    350 000 000 000      400 000 000 000    OBLIGATED AMT GREATER THAN INPUT
6A -             .850                  .800     DATA BASE % DIFFERS FROM INPUT
6B -             .850                  .800     DATA BASE % DIFFERS FROM INPUT
8A -              003                  001      PREVIOUS PP NOT PAID TO DATE
9  -      142 872 133
10 -        3 423 678
11 -      147 837 322          146 295 811      ITEM 9 + 10 UNEQUAL TO ITEM 11
12A-      147 837 322
 B-   400 325 397 138
13 -      125 661 724          117 036 649      ITEM 11 TIMES 6A INVALID




**********************************************************************
                        Figure 2.2.6-1d
```

   c. Description

DATA ELEMENT   DESCRIPTION

ACO-CODE   Administrative Contracting Officer Code
                               The three position code which uniquely
                               identifies a particular ACO.

CAO-ORG-CODE   Contract Administration Office Organization
                               Code - The two position code which identi-
                               fies the contract administration office.

CAGE   Commercial and Government Entity - The five
                               position code which identifies the contrac-
                               tor.

CNTRCTR-NAME   Contractor Name - The company name.

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the Progress Payment request as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
EDI	ELECTRONIC DATA INTERCHANGE - The indicator will have either a Y for an EDI submitted Progress Payment or a blank if not an EDI Progess Payment.
PP-REQ-DATE	Progress Payment Request Date - The date the contractor requested the Progress Payment.
ADPE-NO	Automatic Data Processing Equipment Number - The number which identifies the Progress Payment invoice in the financial system.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example C is large business. See Appendix A6 of DoD 4000.25-5-M for a list of valid codes.
DT-REJ-TO-ACO	Date Rejected to the Administrative Contracting Officer - The date the progress payment request was A coded by DAFS.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE	If the system calculates a different STATUS amount, an error message should display explaining why the calculated amount does not agree with the input amount.

2.2.6.1.5 UNFM63 - VALIDATION OF PROGRESS PAYMENT REQUEST, SCREEN 2

   a. General - UNFM63 is the second screen in the Progress Payment
Validation inquiry. This screen is accessed by depressing ENTER on
Screen UNFM62. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE
SCREENS, TO GO BACK ONE SCREEN, USE THE PF4 KEY.

   b. Sample Screen

```
**************************************************************************
UNFM63       VALIDATION OF PROGRESS PAYMENT REQUEST            94 08 25
CBUD:
PIIN: N00104 94 C2579   SPIIN:          PP-REQ-NO: 002     US-FMS-IND:  B

LINE-NO      INPUT-AMT       CALCULATED    ERROR-MESSAGE-STATUS
----------------------------------------------------------------------

14A-           321 009
  B-                 0
  C-           333 009           321 009    ITEM 14A LESS 14B INCORRECT
  D-                 0
  E-           333 009           321 009    ITEM 14C PLUS 14D INCORRECT
15 -       125 994 733       117 357 658    ITEM 13 PLUS 14E INCORRECT
16 -   297 500 000 000   320 000 000 000    ITEM 5 TIMES 6B INCORRECT
17 -       125 994 733       117 357 658    TOTAL LINE 17 INCORRECT
18 -           587 274                 0    DATA BASE AMT DIFF FROM INPUT
19 -       125 407 459       117 357 658    ITEM 17 LESS ITEM 18 INCORRECT

                              SECTION III
20A-           200 000
  B-       147 637 322       146 095 811    ITEM 11 LESS 20A INCORRECT
  C-       125 491 724       116 876 649    ITEM 20B TIMES 6A INCORRECT




**************************************************************************
                           Figure 2.2.6-1e
```

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                                  Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                                  Identification Number - The delivery
                                  order/call number.

P-REQ-NO   Progress Payment Request Number - The
                                  number of the Progress Payment
                                  Request as shown in block 8A of the
                                  SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.

2.2.6.1.6 UNFM64 - VALIDATION OF PROGRESS PAYMENT REQUEST, SCREEN 3

   a. General - UNFM64 is the third screen in the Progress Payment
Validation Inquiry. This screen is accessed by depressing ENTER on
Screen UNFM63. This screen will only appear if section III of the PPR
is not blank and/or line 27 is not blank. NOTE: SINCE THIS INQUIRY MAY
CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN, USE THE PF4
KEY.

   b. Sample Screen

```
************************************************************************
UNFM64        VALIDATION OF PROGRESS PAYMENT REQUEST     94 08 25
CBUD:
PIIN: N00104 94 C2579   SPIIN:        PP-REQ-NO: 002    US-FMS-IND:  B


LINE-NO     INPUT-AMT       CALCULATED     ERROR-MESSAGE-STATUS
-----------------------------------------------------------------------


20D         333 009          321 009    ITEM 20D DOES NOT EQUAL 14E
20E-    125 491 724      116 876 649    ITEM 20C PLUS 20D INCORRECT
21A-    110 000 000
B-  349 999 890 000  399 999 890 000    ITEM 5 LESS 21A INCORRECT
C-  297 499 906 500  319 999 912 000    ITEM 21B TIMES 6B INCORRECT
D-              0
E-  297 499 906 500  319 999 912 000    ITEM 21C LESS 21D INCORRECT
22 -    125 491 724      116 876 649    TOTAL LINE 22 INCORRECT
23 -              0
24 -        587 274                0    ITEM 18 LESS 23 INCORRECT
25 -    124 904 450      116 876 649    ITEM 22 LESS 24 INCORRECT
26 -    124 904 450      116 876 649    TOTAL LINE 26 INCORRECT
27 -
```

```
************************************************************************
                         Figure 2.2.6-1f
```

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                                Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                                Identification Number - The delivery
                                order/call number.

PP-REQ-NO   Progress Payment Request Number - The
                                number of the Progress Payment Pequest as
                                shown in block 8A of the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.

2.2.6.1.7 UNFM65 - VALIDATION OF PROGRESS PAYMENT REQUEST, CALCULATION
          OF REQUIRED LIMITATIONS

   a. General - UNFM65 is the fourth screen in the Progress Payment
Validation Inquiry. This screen is accessed by depressing ENTER on
Screen UNFM63 or UNFM64. This screen will always appear. NOTE: SINCE
THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE
SCREEN, USE THE PF4 KEY.

   b. Sample Screen

****
UNFM65   VALIDATION OF PROGRESS PAYMENT REQUEST   94 08 25
                  CALCULATION OF REQUIRED LIMITATIONS
CBUD:
PIIN: N00104 94 C2579   SPIIN: PP-REQ-NO: 002   US-FMS-IND: B

CONT-PRICE: 400 000 000 000   TOTAL-AMT-PREV-PP-REQ: 000 000 000 000

LIMITATIONS: CALC-LIMIT   REVISED-LIMIT   ERROR-MESSAGE-STATUS

P/P LMT-PRICE: 320 000 000 000
P/P LMT-COST: 117 369 658
MAX UNLIQ PP-COST: 117 197 658
MAX UNLIQ PP-PRICE: 319 912 000 000
FAIR VALUE LMT-CST: 149 320 443
FAIR VALUE LMT-PRC: 319 999 912 000
LOSS-CONT-LMT: 400 473 234 460   400 000 000 000   CONT IN LOSS POSITION

****
                          Figure 2.2.6-1g

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                               Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                               Identification Number - The delivery
                               order/call number.

PP-REQ-NO   Progress Payment Request Number - The
                               number of the Progress Payment request as
                               shown in block 8A of the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the US or FMS portion of the contract.
TOTAL-AMT-PREV	Total Amount of Previous Progress
PP-REQ	Payments Requested - The total amount for either US or FMS Progress Payments which has been paid to the contractor.
LIMITATIONS	The various limits above which progress payments may not be paid.
CALC-LIMIT	Calculated Limitation - The limitation based on the calculated amounts for the various lines of the PPR.
REVISED-LIMIT	Revised Limitation - If payment of the current PPR would cause a limitation to be exceeded, the amount of that limitation will appear in this column.
ERROR-MESSAGE	If the system calculates a different STATUS amount, an error message should display explaining why the revised limit does not agree with the calculated limit.

2.2.6.1.8 UNFM66 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT
          LOSS CALCULATION, SCREEN 1

   a. General - UNFM66 is the fifth screen in the Progress Payment
Validation Inquiry. This screen is accessed by depressing ENTER on
Screen UNFM65. This screen will only appear if the error message, CONT
IN A LOSS appears on Screen UNFM65. NOTE: SINCE THIS INQUIRY MAY
CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN, USE THE PF4
KEY.

   b. Sample Screen

```
************************************************************************
UNFM66            VALIDATION OF PROGRESS PAYMENT REQUEST        94 08 25
                       CONTRACT LOSS CALCULATIONS
CBUD:
PIIN: N00104 94 C2579   SPIIN:        PP-REQ-NO: 002    US-FMS-IND:  B

   CONT-PRICE        ITEM-12A-PLUS-12B      LOSS-RATIO
400 000 000 000       400 473 234 460         .9988


DATA-ELEMENT-CHANGED                      CALCULATED          REVISED
-----------------------------------------------------------------------

 9  PAID COST ELIGIBLE DOLLARS:            142 872 133        142 700 687
10  INCURRED COST ELIGIBLE:                  3 423 678          3 419 570
11  TOTAL COST ELIGIBLE:                   146 295 811        146 120 257
12A TOTAL COST INCURRED TO DATE:           147 837 322        147 659 918
  B ESTIMATED ADDITIONAL COST TO CMPLT:  400 325 397 138    399 845 006 662
13  ITEM 11 MULTIPLIED BY ITEM 6A:         117 036 649        116 896 206
15  TOTAL DOLLAR AMOUNT:                   117 357 658        117 216 829
17  LESSER OF ITEM 15 OR ITEM 16:          117 357 658        117 216 829
19  MAX BALANCE ELIGIBLE FOR PROG PMTS:    125 407 459        117 216 829




************************************************************************
```
                         Figure 2.2.6-1h

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                             Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                             Identification Number - The delivery
                             order/call number.

PP-REQ-NO   Progress Payment Request Number - The
                             number of the Progress Payment request
                             as shown in block 8A of the SF 1443/DD
                             1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the US or FMS portion of the contract.
ITEM-12A-PLUS-12B	The total costs which the contractor expects to have incurred by the end of the contract.
LOSS-RATIO	The ratio which applies to the loss. It is calculated by dividing ITEM-12a-PLUS-12b into the CONT-PRICE.
DATA-ELEMENT-CHANGED	The line items on form SF 1443 or DD 1195 which are used in figuring the loss calculation.
CALCULATED	The calculated amount for the line except lines 19 and 26 which show the actual amount the contractor requested.
REVISED	The revised amount obtained by applying the loss ratio to the calculated amount.

2.2.6.1.9 UNFM67 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT
          LOSS CALCULATION, SCREEN 2

   a. General - UNFM67 is the sixth screen in the Progress Payment
Validation Inquiry. This screen is accessed by depressing ENTER on
Screen UNFM66. This screen will only appear if the error message, CONT
IN LOSS POSITION appears on Screen UNFM65 and section III of the PPR
contains data. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE
SCREENS, TO GO BACK ONE SCREEN, USE THE PF4 KEY.

   b. Sample Screen

```
**************************************************************************
UNFM67                 VALIDATION OF PROGRESS PAYMENT REQUEST          94
08 25
                      CONTRACT LOSS CALCULATIONS CONT
CBUD:

PIIN: N00104 94 C2579   SPIIN:       PP-REQ-NO: 002     US-FMS-IND:  B


DATA-ELEMENT-CHANGED                     CALCULATED          REVISED
----------------------------------------------------------------------

20A COST OF ITEMS DEL/INV/ACCEPTED:          200 000            199 760
  B COST OF ITEMS NOT DEL/INV/ACCEPTED:  146 095 811        145 920 497
  C ITEM 20B MULTIPLIED BY ITEM 6A:      116 876 649        116 736 398
  E LIMITATION A(3)(I):                  116 876 649        116 736 398
22  MAXIMUM UNLIQUIDATED PROG PAYMENTS:  116 876 649        116 736 398
MAXIMUM PERMISSIBLE PROG PAYMENTS:       116 876 649        116 736 398
AMOUNT OF CURR INVOICE FOR PROG PMNTS    124 904 450        116 736 398







**************************************************************************
```
                          Figure 2.2.6-1i

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                                Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                                Identification Number - The delivery
                                order/call number.

PP-REQ-NO   Progress Payment Request Number - The
                                number of the Progress Payment request as
                                shown in block 8A of the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the US or FMS portion of the contract.
ITEM-12A-PLUS-12B	The total costs which the contractor expects to have incurred by the end of the contract.
LOSS-RATIO	The ratio which applies to the loss. It is calculated by dividing ITEM-12a-PLUS-12b into the CONT-PRICE.
DATA-ELEMENT-CHANGED	The line items on form SF 1443 or DD 1195 which are used in figuring the loss calculation.
CALCULATED	The calculated amount for the line except lines 19 and 26 which show the actual amount the contractor requested.
REVISED	The revised amount obtained by applying the loss ratio to the calculated amount.

2.2.6.1.10 UNFM68 - VALIDATION OF PROGRESS PAYMENT REQUEST, COUNTRY
            CODE DISTRIBUTION FOR FMS REQUIREMENTS

   a. General - UNFM68 is the seventh screen in the Progress Payment
Validation Inquiry. This screen is accessed by depressing ENTER on
Screen UNFM65, UNFM66, or UNFM67. This screen will only appear if the
PPR is for FMS requirements and the contractor included the FMS dis-
tribution with the PPR. This screen may appear multiple times until all
country codes have been shown. NOTE: SINCE THIS INQUIRY MAY CONSIST OF
EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN, USE THE PF4 KEY.

   b. Sample Screen

```
**************************************************************************
UNFM68          VALIDATION OF PROGRESS PAYMENT REQUEST            94 08 25
                COUNTRY CODE DISTRIBUTION FOR FMS REQUIREMENTS
CBUD:
PIIN: N00104 94 C2579   SPIIN:          PP-REQ-NO: 002     US-FMS-IND:  B

COUNTRY-CODE: IS   AMT-PROVIDED:          904 450     ACRN: AA
   COUNTRY-CODE-ULO        COUNTRY-CODE-WIP      CALC-LIMIT-BY-COUNTRY-CODE
   200 000 000 000              00                    160 000 000 000


   COUNTRY-CODE: UK   AMT-PROVIDED:    124 000 000     ACRN:

   COUNTRY-CODE-ULO        COUNTRY-CODE-WIP      CALC-LIMIT-BY-COUNTRY-CODE
   200 000 000 000          100 000               159 999 900 000


   TOTALS:          PP-REQ-AMT-FMS:  124 904 450
   FMS-ULO          FMS-PP-BALANCE              FMS-CALC-LIMIT
   400 000 000 000       100 000                319 999 900 000




**************************************************************************
                           Figure 2.2.6-1j
```

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                              Number - The contract number.

SPIIN   Supplemental Procurement Instrument Identi-
                              fication Number - The delivery order/call
                              number.

PP-REQ-NO   Progress Payment Request Number - The
                              number of the PPR as shown in block 8A
                              of the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
COUNTRY-CODE	A two digit code that identifies the country for whom the supplies or services are being purchased.
AMT-PROVIDED	Amount Provided - The amount of the Progress Payment which the contractor has requested which applies to a specific country code.
ACRN	Accounting Classification Reference Number - A two digit code which identifies a long line accounting appropriation. ** means that more than one ACRN applies to the specific country code.
COUNTRY-CODE-ULO	Country Code Unliquidated Obligation - The amount of the unliquidated obligation (funds not yet expended) that applies to a specific country code.
COUNTRY-CODE-WIP	Country Code Work in Progress Balance - The portion of the unliquidated Progress Payments which applies to a specific country code.
CALC-LIMIT-BY-COUNTRY-CODE	Calculated Limitation by Country Code - The limitation above which Progress Payments may not be paid for a specific country code. The system calculates this field by multiplying the obligation for a specific country code times the Progress Payment rate and then subtracting the total Progress Payment amount paid to date for the specific country code (as shown on the Progress Payment Master) including the current PPR.
PP-REQ-AMT-FMS	Progress Payment Request Amount FMS. The amount of the PPR. It should match the amount shown on line 19 or 26.
FMS-ULO	Foreign Military Sales Unliquidated Obligation - The portion of the ULO which applies to the country codes shown above.
FMS-PP-BALANCE	Foreign Military Sales Progress Payment Balance - The total of the COUNTRY-CODE-WIPs.
FMS-CALC-LIMIT	Foreign Military Sales Calculated Limitation - The total of the Calculated Limits by Country Code.

2.2.6.1.11 UNFM69 - VALIDATION OF PROGRESS PAYMENT REQUEST

   a. General - UNFM69 is the eighth and final screen in the Progress
Payment Validation Inquiry. This screen is accessed by depressing ENTER
on Screen UNFM65, UNFM66, UNFM67, or UNFM68. This screen will only
appear if the PPR has some general errors. NOTE: SINCE THIS INQUIRY
MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN, USE THE PF4
KEY.

   b. Sample Screen

```
**********************************************************************
UNFM69          VALIDATION OF PROGRESS PAYMENT REQUEST        94 08 25
CBUD:

PIIN:  N00104 94 C2579     SPIIN:  PP-REQ-NO: 002     US-FMS-IND:  B

GENERAL-ERROR-MESSAGE:

----------------------------------------------------------------------

CONTRACT IN REDUCTION OF P/P STATUS












**********************************************************************
```
                          Figure 2.2.6-1k

   c. Description

DATA ELEMENT   DESCRIPTION

PIIN   Procurement Instrument Identification
                                Number - The contract number.

SPIIN   Supplemental Procurement Instrument Identi-
                                fication Number - The delivery order/call
                                number.

PP-REQ-NO   Progress Payment Request Number - The
                                number of the PPR as shown in block 8A of
                                the SF 1443/DD 1195.

DATA ELEMENT	DESCRIPTION
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
GENERAL-ERROR-MESSAGE	A message that applies to the entire PPR rather than to a specific line or limitation.

2.2.6.1.12 ERROR CORRECTION ACTIONS

The ACO will review the Progress Payment Validation Inquiry along with the official contract file copy of the PPR. Specific actions that the ACO will take are outlined below, with the discussion keyed to the type of error message displayed. If appropriate, the ACO can override the system by signing the PPR and cause payment to occur. When processing an override for an EDI PPR, the ACO will utilize the SEPS System (Chapter 4, SEPS User Manual) and not forward the hard copy documentation required for manual input by DFAS as referenced in the corrective actions provide below. If the recommended corrective action for a rejected EDI PPR is to return the EDI PPR contractor, the ACO will forward an electronic reject message to the contractor via SEPS (Chapter 4, SEPS User Manual).

2.2.6.1.12.1 DATA BASE AND MATH ERROR MESSAGES

ERROR MESSAGE

PROBABLE CAUSE
AND CORRECTIVE
ACTION

N03 OBLIGATED AMT
DIFF FROM INPUT
(appears on line 5)

N32 OBLIGATED AMT
LESS THAN INPUT
(appears on line 5)

          OR

N01 OBLIGATED AMT PPR.
GREATER THAN INPUT
(appears on line 5)

Probable Causes:
   a. Contract Modifications reducing/
increasing Contract Price have not been
entered into the data base.
   b. Contractor made an error when
preparing the PPR.

Corrective Action:
   a. Verify that the contractor has entered
price in line 5 of the correct.
If the price is incorrect the ACO will
discuss the error with the contractor
and then inform the contractor that they are
returning the PPR due to the error(s).
   b. If the Error Message is caused by
the data base not being current, annotate
the UNFM300B Report or screen prints of
Screens UNFM62-UNFM69 with the correct
amount and resubmit the PPR with a copy of
the missing modification.

N02 DATA BASE %
DIFFERS FROM INPUT
(appears on line 6a
and/or 6b)
NOTE: This error
message may print
and count twice on
the same contract

Probable Causes:
   a. Error in the percentage entered
by the contractor.
   b. Error in data base input.
   c. Contract modification altering the
payment or liquidation percentage has
not been entered into the data base.

Corrective Action:
   a. Verify that the contractor has entered
the correct percentage(s) on line 6 of the
PPR. If the percentage(s) is incorrect the
ACO shall return the PPR to the contractor.

   b. If the Error Message is caused by the
data base not being current, annotate the
UNFM300B Report or screen prints of Screens
UNFM62-UNFM69 with the correct percentage
and resubmit the PPR with a copy of the
contract modification altering the payment/
liquidation rate.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

N04 PREVIOUS PP NOT PAID TO DATE (appears on line 8a)	Probable Causes:
	  a. PPR numbered out of sequence.
	  b. Previous PPR rejected and has not been resubmitted.
	  c. Previous PPR was not received by DFAS.
	  d. Previous PPR was paid manually and the PP Master File (record) has not been updated by DFAS.
	
	Corrective Action:
	  a. The ACO shall review the contract file to determine if the PPR in question has been received. If a copy of the PPR is in the contract file, the ACO shall annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and resubmit the previous PPR and current PPR to DFAS.
	  b. If a copy of the PPR in question is not in the contract file, the ACO should advise the contractor to resubmit the missing PPR plus any PPR submitted subsequent thereto.
	  c. ACO will advise the finance office to process the proper transaction to update the Master File.

N05 DUPLICATE REQUEST -- PREV PAYMENT (appears on line 8a)	Probable Cause: This error message is generated when a Progress Payment is entered into the system that is a duplicate of a previous request that has been paid. Corrective Action: This error message will normally be corrected by DFAS and should not appear on a PPR rejected to the ACO. If the error message should appear, the ACO should ensure that the contractor did not submit two Progress Payments with the same number. If the contractor did submit two PPRs with the same number, the latter one should be returned to the contractor for correction.
N06 ITEM 9 PLUS 10 INCORRECT (appears on line 11)	Probable Cause: Mathematical error.
N08 ITEM 14a LESS 14b INCORRECT (appears on line 14c)	Corrective Action: The ACO will inform the contractor that they are returning the PPR due to the error(s).

```
                              PROBABLE CAUSE
                              AND CORRECTIVE
ERROR MESSAGE                 ACTION


N10 ITEM 14c PLUS 14d
INCORRECT
(appears on line 14e)


N11 ITEM 13 PLUS 14c
INCORRECT
(appears on line 15)


N07 ITEM 11 TIMES 6a          Probable Causes:
INVALID                          a. A mathematical error.
(appears on line 13)             b. Incorrect percentage rate in line 6a.

                              Corrective Action:
                                 a.  If the Error Message is generated
                              because of a mathematical error in the
                              computation of line 13, the ACO will inform
                              the contractor that they are returning the
                              PPR due to the error(s).
                                 b.  If the data base is incorrect the PPR
                              would not validate and the Error Message N02
                              would be generated.  Under these conditions,
                              procedures set forth  to correct Error
                              Message N02 would be applicable.


N12 ITEM 5 TIMES 6b           Probable Causes:
INCORRECT                        a.  Incorrect percentage rate in line
(appears on line 16)          6b.
                                 b.  Mathematical error in computing line
                              16.

                              Corrective Action:
                                 a.  If the data base is incorrect the PPR
                              will not validate and Error Message N02 will
                              be generated. Under these conditions, proce-
                              dures set forth to correct Error Message N02
                              would be applicable.
                                 b.  If the Error Message is caused by line
                              16 being computed incorrectly, the ACO will
                              inform the contractor that they are return-
                              ing the PPR due to error(s).


N13 TOTAL LINE 17             Probable Causes:
INCORRECT                        a.  Mathematical error at line 15 or
(appears on line 17)          16 could cause the higher figure to appear
                              to be the lower figure.
                                 b.  Contractor could have chosen the
                              higher figure in error.

                              Corrective Action:  The ACO will inform the
                              contractor that they are returning the PPR
                              due to the error(s).
```

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

N14 DATA BASE AMT DIFF FROM INPUT (appears on line 18)	Probable Causes:
	  a. Contractor made an error when completing line 18 of the PPR.
	  b. The amount of line 18 is less than the amount of Progress Payments paid. (The program cannot read requested amount, only paid amount).
	
	Corrective Action:
	  a. ACO should review at least two previous PPRs which have been paid for the purpose of verifying that the amount of Progress Payments paid to date is correct. The ACO will inform the contractor that they are returning the PPR due to the error(s).
	  b. If the data base is incorrect, the ACO should inform DFAS of the correct amount and resubmit the PPR.

N15 ITEM 17 LESS 18 INCORRECT (appears on line 19)	Probable Causes:
	  a. Mathematical error in one of the previous computations.
	  b. Mathematical error in computing line 19.
	
	Corrective Action: The ACO will inform the contractor that they are returning the PPR due to the error(s).

N16 SECTION III OF PROG PAY REQ REQUIRED	Probable Causes:
	  a. The computer has a record of advanced payments having been made on the contract and the contractor failed to enter the information in section III as required by PPR instructions.
	  b. The computer has a record of payment for deliveries on the contract.
	  c. If the contractor made a delivery which was accepted and invoiced prior to the date in section II, then the contractor was in error in not entering the delivery information in section III as required by PPR instructions.
	  d. If the contractor's delivery was accepted and invoiced after the date shown in section II, then the computer notice is erroneous.

e. On a mixed pricing arrangement con-
tract where the ULO does not equal $0
because a public voucher has been paid,
the system assumes that a shipment was made.

Corrective Action:
a. If the contractor received advance
payments on the contract and failed to so
indicate in section III, then ACO shall
return the PPR to the contractor with an
explanation of why payment may not be made.
b. If the contractor made a delivery
which was accepted and invoiced prior to the
date in section II, the ACO shall return the
PPR to the contractor for resubmission in
accordance with the instructions on the PPR.
c. If the contractor's delivery was ac-
cepted and invoiced after the date shown in
section II, the ACO shall enter an amount in
block 27, sign the PPR and return four
signed copies to DFAS.
d. If the error appeared because of a
mixed pricing arrangement contract, the ACO
should override the error and obtain a
presigning number for future PPRs.

N17 ITEM 11 LESS 20a
INCORRECT
(appears on line 20b)

Probable Causes:
a. Mathematical error in one or more
of the computations upon which item 20b
is dependent.
b. Mathematical error in computing line
20b.

Corrective Action: The ACO will inform the
contractor that the PPR is being returned
due to the error(s).

N18 ITEM 20b TIMES 6a
INCORRECT
(appears on line 20c)

Probable Causes:
a. Progress Payment Rate at 6a
incorrect due to data base error.
b. Progress Payment rate at 6a incorrect
due to contract modification(s) increasing/
decreasing the price which have not been
entered into the data base.
c. Mathematical error in computing line
20c.

Corrective Action:
a. If the data base is incorrect the PPR
will not validate and Error Message N02 will
be generated. Under these conditions,
procedures set forth to correct Error
Message N02 would be applicable.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. If the error message is caused by line 20c being computed incorrectly, the ACO will inform the contractor that they are returning the PPR due to errors.
N19 ITEM 20d DOES NOT EQUAL ITEM 14e (appears on line 20d)	Probable Causes: a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
N20 ITEM 20c PLUS 20d INCORRECT (appears on line 20e)	Corrective Action: a. If the data base is incorrect, the PPR will not validate and Error Message N01, N03, or N32 will also be generated.
N23 ITEM 21c LESS 21d INCORRECT (appears on line 21e)	Under these conditions procedures set forth to correct Error Message N01, N03, and N32 would be applicable to this
N24 TOTAL LINE 22 INCORRECT (appears on line 22)	condition. b. If the Error Message is caused by line 21b being computed incorrectly, the ACO will inform the contractor that he is
N25 ITEM 18 LESS 23 INCORRECT (appears on line 24)	returning the PPR due to the error(s).
N26 ITEM 22 LESS ITEM 24 INCORRECT (appear on line 25)	
N27 TOTAL LINE 26 INCORRECT (appears on line 26)	
N21 ITEM 5 LESS 21a INCORRECT (appears on line 21b)	Probable Cause: a. Contract modification increasing/decreasing contract price not entered in the data base. b. Mathematical error in computing line 21b. Corrective Action: a. If the data base is incorrect the PPR will not validate and Error Message N01, N03, or N32 would be generated. Under these conditions, procedures set forth to correct these errors would be applicable to this condition. b. If the Error Message is caused by line 21b being computed incorrectly, the ACO will inform the contractor that they are returning the PPR due to the error(s).

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

N22 ITEM 21b TIMES 6b INCORRECT (appears on line 21c)	Probable Causes:
	  a. Incorrect percentage rate in line 6b.
	  b. Mathematical error in computing line 21c.
	
	Corrective Action:
	  a. If the data base is incorrect the PPR will not validate, and Error Message N02 will also be generated. Under these conditions, procedures set forth to correct Error Message N02 would be applicable.
	  b. If the Error Message is caused by line 21c being computed incorrectly, the ACO will inform the contractor that they are returning the PPR due to error(s).

N28 LINE 27 GREATER THAN AMOUNT INVOICED (appears on line 27)	Probable Cause: An incorrect entry on the PPR by the ACO.
	
	Corrective Action:
	  a. The ACO shall enter an amount in line 27 which is equal to or less than, but not greater than the amount of the Progress Payment requested by the contractor.
	  b. The ACO shall sign the PPR and submit four copies to DFAS.

N09 CONTR NOT ENTITLED TO AMT ON 14D (appears on line 14d)	Probable Causes:
	  a. Large business contractor has improperly entered an amount in block 14d. (Type Contractor Code = C)
	  b. The contract data record shows the contractor to be large business.
	
	Corrective Action:
	  a. The ACO shall return the PPR to the contractor with instructions to correct the request and to resubmit the PPR in question plus any PPR submitted after the one in error. The contractor's requests must conform to the terms of the clause regarding the contractor's entitlement to payment for certain costs.
	  b. Verify that the correct data was entered into the contract data record. If the data was incorrectly entered, the CAO should take the appropriate action annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and send DFAS four copies of the PPR to reinput.

| | PROBABLE CAUSE
AND CORRECTIVE |
ERROR MESSAGE	ACTION
N63 MULTIPLE INPUT ERROR	Probable Cause: This Error Message is generated when more than one PPR of the same type (US or FMS) has been input against the same contract in the same cycle. Corrective Action: This Error Message will be corrected by DFAS and should not appear on a PPR which has been rejected to the ACO. If the error should appear the ACO should resubmit the PPR with anannotated copy of the UNFM300B Report or screen prints of Screens UNFM62-UNFM69.
N64 DUPLICATE INPUT ERROR	Probable Cause: The request number for a PPR being input duplicates a previous PPR number for the same contract. The system has been changed to allow entry of a one position alpha lot indicator in the last position of the PPR Number. Therefore, multiple lots on a contract should not cause this error. Corrective Action: This error message should never appear since validation has been added to prevent duplicates on the data base. If it does appear, a warmline should be submitted through the appropriate channels.
N69 SECTION III REQUIRES NPE CARD	Probable Cause: Entry was made on NPD record and no entry was made on the NPE record. Corrective Action: This Error Message will be corrected by DFAS and should not appear on a PPR which has been rejected to the ACO. If the error should appear the ACO should resubmit the PPR with an annotated copy of the UNFM300B Report or screen prints of Screens UNFM62-UNFM69.

2.2.6.1.12.2 CALCULATION OF REQUIRED LIMITATION ERROR MESSAGES

	PROBABLE CAUSE AND CORRECTIVE
ERROR MESSAGE	ACTION

N29 CUM PP EXC FA LMT   Probable Causes:
   a. Total amount of previous progress
payments requested (line 18) plus amount of
current request (line 19 or 26 or 27)
exceeds contractual limitations on First
Article Cost.
   b. Modified First Article Limitation was
not input into the Progress Payment Master
File.
   c. ACO failed to update the First Article
Acceptance Code on the Progress Payment
Master.

Corrective Action:
   a. Negotiate change to increase First
Article Limitation and prepare contract
modification definitizing same. Change the
Progress Payment Master to reflect the
increase in the First Article Limitation
ceiling. Resubmit the PPR to DFAS with a
copy of the definitizing modification.
   b. If the First Article Limitation will
not be increased, return the PPR with cover
letter advising the contractor to discon-
tinue submitting PPRs until First Article
Acceptance. File a copy of the cover letter
with the PPR in the contract file.
   c. Determine if the most recent First
Article Limitation contract modification is
included in the Progress Payment Master. If
not, update the Progress Payment Master and
resubmit the PPR to DFAS.
   d. If the ACO failed to update the
Progress Payment Master with the acceptance
code, update it and resubmit the PPR to
DFAS.

N31 EXCEEDS PP LIMIT   Price Limitation Test 5 X 6a>/= 18 + 19 + 26

Probable Causes:
   a. Contractor's request will cause
payments to exceed the Progress Payment
Limitation based upon price.
   b. Modification changing contract price
or increasing Progress Payment Rate or
establishing unusual Progress Payment Rates
was not entered into the MOCAS data base.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine if the MOCAS data base reflects current contract price, including any missing mods. If not, annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and resubmit the PPR with a copy of the missing contract modification(s) and/or an explanation of differences.

  b. If the contractor is in fact requesting Progress Payments in excess of the limitation, the ACO shall return the PPR to the contractor with a cover letter explaining why the payment was not made. The letter should also advise the contractor to discontinue submitting PPRs. The ACO shall immediately stop payment on any future PPRs by entering an S in the Progress Payment Master Record to stop payment.
  c. The ACO shall not authorize payments which could cause the total amount of payments to exceed the percentage limitation based on price. If a partial payment of the amount requested can be made without exceeding the limitation based on price, the ACO shall reduce the Progress Payment to the amount allowable by entering the reduced amount on line 27 of the PPR. Four signed copies of the PPR will then be resubmitted to DFAS.

NC2 EXCEEDS COST LIMIT

Cost Limitation Test (11 X 6a) + 14e>= 18 + 19 or 18 + 26

Probable Causes:
  a. Contractor's request will cause payments to exceed the Progress Payment Limitation based upon cost.
  b. The total dollar amount of all the PPRs is greater than the total cost eligible multiplied by the progress payment rate.
  c. The total cost eligible is understated.

Corrective Action:
  a. The ACO shall return the PPR to the contractor with a cover letter explaining why the payment was not made. The letter should advise the contractor to discontinue submitting PPRs. The ACO shall immediately stop payment on any future PPRs by entering an S in the Progress Payment Master Record to stop payment.

b.   The ACO shall not authorize payments which could cause the total amount of payments to exceed the percentage limitation based on cost. If a partial payment of the amount requested can be made without exceeding the limitation based on cost, the ACO shall reduce the Progress Payment to the amount allowable by entering the reduced amount on line 27 of the PPR. Four signed copies of the PPR will then be attached to the annotated UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and resubmitted to DFAS. A copy will be placed in the contract file.

N33 UNLIQ PP EXC COST

Maximum Unliquidated Test $6a(11-20a) + 14e >= (18+26) - 23$

Probable Causes:
   a.   Unliquidated Progress Payments exceeded the maximum amount permissible.
   b.   The left side of the maximum unliquidated test must be equal to or greater than the right side of the equation.

Corrective Action:
   a.   The ACO should telephonically verify with the contractor that the PR entries are correct. Return the PPR to the contractor with a cover letter explaining why the payment was not made. A copy of the correspondence will be placed in the contract file. The letter should advise the contractor that the sum of lines 6a(11-20a)+14e must be equal to or greater than the sum of line 18-23+26 and that future submission of Progress Payments should be discontinued until delivery or additional deliveries are made. The ACO shall not, under any circumstances, authorize the maximum amount allowable based on cost.
   b.   If a partial payment of the amount requested can be made without exceeding the limitation based on cost, the ACO shall reduce the payment to the amount allowable by entering the reduced amount on line 27 of the PPR. Four signed copies of the PPR shall be returned to DFAS with an annotated copy of the UNFM300B Report or screen prints of Screens UNFM62-UNFM69. A copy shall be placed in the contract file.

N34 UNLIQ PP EXCEED PRICE   Maximum Unliquidated Test 6b(5-21a)-21d>= 18-23+26

Probable Causes:
  a. Unliquidated Progress Payments exceed the maximum amount permissible.
  b. The left side of the maximum unliquidated test must be equal to or greater than the right side of the test equation.
  c. Modification changing contract price was not entered into the MOCAS data base.

Corrective Action:
  a. Determine if the most recent contract modification establishing contract price has been entered into the MOCAS data base. If not, annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69, attach a copy of the missing contract modification and resubmit the four copies of the PPR. A copy shall be placed in the contract file.
  b. The ACO should verify with the contractor telephonically that the PPR entries are correct. Return the PPR to the contractor with a cover letter explaining why the payment was not made. A copy of the correspondence will be placed in the contract file. The letter should advise the contractor that the sum of lines 6b(5-21a)-21d must be equal to or greater than the sum of lines 18-23 +26. The letter should also advise the contractor to discontinue submitting PPRs. ACO shall not under any circumstances, authorize progress payments that will exceed the maximum amount allowable based upon price.
  c. If a partial payment of the amount requested can be made without exceeding the limitation based upon price, the ACO shall enter the reduced amount on line 27 of PPR and sign the PPR. Four copies of the signed PPR shall be submitted to DFAS. The ACO shall retain a signed copy of the PPR for his file. The ACO should notify the contractor by letter of the reason(s) for the reduction.

N35 UNLIQ PP EXC ASSETS   Fair Value Limitation Test based on Cost. {12a-(9+10)+20b+14e} X (5/(12a+12b) >=24+26 This test is performed in accordance with the fair value test mentioned in FAR 32.503-6(f)(ii).

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Probable Causes:
   a. Unliquidated Progress Payments exceed the undelivered assets on the contract.
   b. The left side of the Fair Value Limitation test must be equal to or greater than the right side of the test equation.

Corrective Action:
   a. ACOs must ensure that the fair value of the Work-In-Process is greater than the amount of unliquidated Progress Payments. It is DoD policy that this requirement shall be met by applying the loss ratio adjustment. However, since the loss ratio adjustment method is governed by Federal Acquisition Regulation policy, an alternative method may be used provided a deviation is obtained in accordance with DFARS 232.171, Deviations. A decision topursue a deviation rests with the procuring activity and will be processed by them.
   b. If no deviation is obtained, the ACO shall reduce the total maximum Progress Payment to no more than the amount authorized by Error Message N37. The ACO shall enter the amount to be paid in line 27 of the PPR. Four signed copies of the PPR shall be attached to the annotated UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and resubmitted to DFAS with a copy being placed in the contract file. The contractor shall be notified by letter that the reduction was executed and that a delay can be anticipated.

N30 MAX AMT APPROV ACO

Fair Value Limitation Based on Cost Test
$12a-(9+10)+20b+14e \times 5/12a+12b-24 = 27$

Probable Causes:
   a. Fair Value Limitation based upon cost was not validated.
   b. Maximum amount that can be paid is limited to the Fair Value Limitation equation based on cost.

Corrective Action: Follow procedures set forth for Error Message N35. Computation for Error Message N30 determines the maximum amount that the ACO shall pay if the progress payment request fails the Fair Value Test based upon cost if the determination is made to reduce payment.

```
                            PROBABLE CAUSE
                            AND CORRECTIVE
ERROR MESSAGE               ACTION
```

N36 UNLIQ PP EXC FV   Fair Value Limitation Based on Price Test
                            21b - 12b >= 24 + 26. This formula conforms
                            with FAR 32.503-6(f)(i).

                            Probable Causes:
                              a. Unliquidated progress payments exceed
                            the undelivered assets on the contract.
                              b. The left side of the Fair Value
                            Limitation test must be equal to or greater
                            than the right side of the equation.

                            Corrective Action:
                              a. Follow procedures set forth for error
                            message number N35.
                              b. If no deviation is obtained the ACO
                            shall reduce the total maximum Progress
                            Payment to no more than amount authorized by
                            Error Message N37. The ACO shall enter the
                            amount to be paid on line 27 of the PPR.
                            Four signed copies of the PPR shall be
                            attached to the annotated UNFM300B Report
                            or screen prints of Screens UNFM62-UNFM69
                            and resubmitted to DFAS with a copy being
                            placed in the contract file. The contractor
                            shall be notified by letter that the reduc-
                            tion was executed and that a delay can be
                            anticipated.

N37 MAX AMT APPRV FV   Fair Value Limitation Based on Price Test
                            (21b - 12b) - 24 = 27

                            Probable Causes:
                              a. Fair Value Limitation based upon price
                            was not validated.
                              b. Maximum amount that can be paid is
                            limited to the Fair Value Limitation equa-
                            tion based on price.

                            Corrective Action: Follow procedures set
                            forth for Error Message N36. Computation
                            for Error Message N37 determines the maximum
                            amount that the ACO can pay if the PPR
                            fails the Fair Value Test based upon price
                            if the determination is made to reduce
                            payment.

N38 PROFIT RATE INVALID   Alternate Liquidation Rate Limitation Test
                            (see FAR 32.503-10) 5 - (12a + 12b) = Profit
                            Profit / (12a + 12b) = Percent Profit

                            Probable Cause: The PPR shows that the
                            profit rate experienced by the contractor is
                            less than that which was used to establish
                            the Alternate Liquidation Rate.

Corrective Action:
   a. The ACO shall discuss the situation
with the contractor.
   b. If the profit rate shown by the
analysis of the PPR is correct, contract
is fixed price redeterminable or incentive
type, the ACO shall adjust the Alternate
Liquidation Rate accordingly by issuing a
contract modification and assure that DFAS
updates the provisions data record accord-
ingly.
   c. If the contract does not contain
redeterminable or incentive type features,
the ACO shall request the contractor by
letter to decide if the company wants a
change to the Liquidation Rate. If the
company does, then they must submit a
proposal to the ACO for review prior to
modification of the contract. During the
interim period, the ACO shall adjust the
amount to be paid by reducing the profit and
entering the amount authorized for payment
on line 27 of the PPR. Four signed copies
of the PPR shall be resubmitted to DFAS.
   d. If the ACO determines that the course
of action set forth by subparagraphs b and c
above is not applicable and/or desirable,
the ACO shall change the liquidation rate
from alternate to customary by issuing a
contract modification. The ACO shall return
the PPR and advise the contractor to correct
and resubmit.

N39 CONTR IN A LOSS   Loss Contract Limitation Test 12a+12b >5
                          (Program compares to CLR obligated amount)
                          Loss Ratio and Alternate Amount

                          Probable Causes:
                             a. The contractor made an error when
                          determining the entries to be made on
                          the PPR.
                              b. Obligated amount is different from
                          input.
                               c. Contract is in a loss.

                          Corrective Action:
                             a. The ACO shall discuss the condition
                          with the contractor, keeping in mind to
                          ascertain if the contractor made an inadver-
                          tent error. If there was no error, the
                          procedures below apply.

PROBABLE CAUSE
AND CORRECTIVE
ACTION

   b. Unless a deviation is obtained as prescribed in error message N35, the ACO shall reduce the contractor's request to the amount displayed by the computer prepared PPR, the ACO shall enter on line 27 of the PPR the amount authorized for payment. If the PPR request involves FMS funds, the ACO needs to adjust the amount requested by country code also. Four signed copies of PPR shall be attached to the annotated UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and re-submitted to DFAS. The ACO shall advise the contractor by letter of the reduction and that delays can be anticipated until the condition is corrected.

   c. If a deviation is obtained allowing the ACO to pay the full amount requested by the contractor, the ACO shall enter on line 27 on the PPR the amount authorized for payment. Four signed copies of the PPR shall be resubmitted to DFAS.

2.2.6.1.12.3   GENERAL ERRORS

ERROR MESSAGE

PROBABLE CAUSE
AND CORRECTIVE
ACTION

N72 CONTRACT IN STOP
PAYMENT STATUS

Probable Cause: The ACO issued a notice
to stop Progress Payments. (For a fuller
discussion of stop payment actions, see the
DLAMs).

Corrective Action:
   a. The ACO shall review the contract
and determine if the payment is to be
made as requested or return the PPR to
the contractor in accordance with the
guidance provided in the DLAMs.
   b. If the payment is to be made as
requested, the ACO shall remove the stop
pay codes from the Progress Payment Master
and resubmit the PPR to DFAS.
   c. If the stop payment is to continue,
the ACO shall return the PPR to the con-
tractor with a letter explaining why it
cannot be paid.

N74 CONTRACT IN REDUCTION

Probable Cause: OF P/P STATUS
   a. The ACO entered a R in the reduction
code fields on the Progress Payment Master.
   b. The contract has moved to Section 2 of
the CAR and the system has placed a reduc-
tion R Code in the U.S. and FMS fields.
   c. It is 61 days past the review day and
a date review complete has not been entered
in the system.

Corrective Action:
   a. The ACO shall review the contract and
determine if the payment is to be made as
requested, the amount requested will be
reduced, or the PPR is to be returned to
the contractor in accordance with the
guidance provided in the DLAMs.
   b. If a payment is to be made, the ACO
shall enter on line 27 of the PPR the amount
authorized for payment. The annotated
UNFM300B Report or screen prints of Screens
UNFM62-UNFM69 with four copies of the PPR
will be forwarded to DFAS. See the DLAMs
for detailed guidance on reduction of
payments.
   c. When appropriate, the ACO may delete
the reduction code from the Progress Payment
Master. This would permit automatic payment
to resume. If the system generated the re-
duction codes because the contract is no
longer in section 1, the reduction codes

	PROBABLE CAUSE AND CORRECTIVE
ERROR MESSAGE	ACTION

cannot be removed. If the system generated the reduction codes because a date review complete has not yet been entered into the system, the date review complete must be entered in conjunction with deleting the reduction codes.

N66 NO P/P MASTER ESTABLISHED FOR THIS CONTRACT

Probable Cause: DFAS has received a PPR for which there is no progress payment master in the computer.

Corrective Action:
   a. Establish a Progress Payment Master and inform the contractor the first PPR for a specific contract should be sent to the ACO. Resubmit four copies of the PPR to DFAS.
   b. If the contract does not contain the Progress Payment Clause, the ACO should inform the contractor in writing why progress payments are not authorized.

N71 FMS INVOLVED NO COUNTRY CODE DIST PROVIDED

Probable Cause: The schedules for funds distribution to customer countries Work-In-Progress were not received with the PPR. Payment shall not be made without such schedules when there is more than one foreign military sales customer on the contract.

Corrective Action:
   a. The ACO shall verify that copies of the schedules were not received. If copies are present in the contract file, the ACO shall annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and forward the schedules with four copies of the PPR to DFAS.
   b. If the contractor failed to submit the schedules with the PPR, the ACO shall return the PPR and advise the contractor to re-submit the request for Progress Payment with the missing data and any additional PPR submitted subsequently.

N67 COUNTRY CODE DIST INV

Probable Cause: PROVIDED UNEQUAL AMT
   a. The sum of the amounts shown distrib-uted among the customer countries does not equal the amount requested on the PPR.
   b. The ACO did not adjust the country code distribution when applying the loss ratio.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:

   a. The ACO shall return the PPR to the contractor for correction if the Error Message was caused by the contractor's mistake.

   b. If the Error Message is caused by inaccurate data entered into the data base, the ACO should contact DFAS and inform them that an input error was made on this PPR. DFAS should correct the input.

   c. If the Error Message is caused by the ACO's error, the ACO should correct the error and resubmit the PPR to DFAS with a copy of the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 attached.

N40 COUNTRY CODE PROVIDED NOT ON CLRV

Probable Causes:

   a. Modification adding, deleting, or altering a customer country code had not been entered into the data base.

   b. Contractor made a mistake.

Corrective Action:

   a. The ACO shall determine if the countries listed on the schedule reflect a correct listing of the countries receiving delivery against the contract. If the schedule is correct, the ACO shall annotate the UNFM300B Report or screen prints of Screens UNFM62-UNFM69 and attach four signed copies of the PPR to send to DFAS.

   b. If the schedule is not correct the ACO shall return the PPR to the contractor.

N41 AMOUNT PROVIDED EXCEEDS CALCULATED LIMIT

Country Code Limitation Test

CC-ULO x 6b + CC-WIP < country code amount requested

Probable Causes:

   a. The cumulative distribution of the amount entered on line 26 of the PPR exceeds the maximum amount allowed by the ACRN for a given country(s).

   b. The contractor made an administrative error.

   c. Input data incorrect.

   d. Modification increasing amount obligated for a given country missing.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	Corrective Action: a. The ACO should return the PPR to the contractor if the distribution amount of line 26 or 19 by country is incorrect according to the schedule submitted by the contractor. b. If due to an input error, DFAS will make the necessary changes upon receipt of the PPR with an attached annotated UNFM300B Report or screen prints of Screens UNFM62-UNFM69. c. If the MOCAS Data Base is incorrect, resubmit the PPR with a copy of the contract modification, if applicable, increasing the amount obligated to DFAS. An annotated UNFM300B Report or screen prints of Screens UNFM62-UNFM69 should also be attached.
N77 PERIODIC REVIEW PERFORMED IN 61 DAYS	Probable Cause: A Review Complete Date NOT was not input within 61 days of the Review Date. Corrective Action: a. If the results of the periodic review have not been received yet, check with Financial Services regarding the status of the review. Try to get verbal results ahead of the report, then make the decision whether or not to make the payment. Regardless of whether or not preliminary information is available, a decision has to be made. b. If the ACO decides to authorize the payment enter an amount to be paid in block 27 and complete the signature block. The UNFM300B Report or screen prints of Screens UNFM62-UNFM69 contract file should be annotated with the reason for overriding the error message and returned to DFAS along with four signed copies of the PPR. Remember that the previous request must have been paid. c. If the required periodic review has been completed, check to see whether the Review Complete Date was input after the PPR rejected. If so, enter an amount in block 27 of the SF 1443, sign and return to DFAS. d. If the Date Review Complete was never properly input, then you will have to reinput it to preclude future P/P requests from rejecting. Enter an amount in line 27 and resubmit.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
NC7 LOT PROGRESS PAYMENT	Probable Cause: This message is generated when the last position of the PPR Number is alphabetic. It indicates that this contract contains multiple Progress Payment Rates. Corrective Action: This message is for DFAS information and should not normally appear on a PPR which has been rejected to the ACO.
PAYABLE TRANSACTION CREATED	Probable Cause: A payable transaction was created in the Progress Payment System. The PPR passed the computer validation. The only time the ACO should receive an online reject on Screens UNFM62-UNFM69 with the date rejected to ACO completed and the message payable transaction created is if insufficient ULO exists to pay the immediate PPR at either the contract, ACRN or FMS level. Corrective Action: Coordinate with the DFAS Progress Payment monitor prior to taking any action.

2.2.6.1.13 UNFM78 - ACO O/R - AGING REPORT UPDATE

   a. General - Screen UNFM78 is accessed by entering Function 7 on
Screen UNFM50, Progress Payment Menu. When the ACO elects to override a
PPR, he should enter the PIIN/SPIIN/PP-REQ-NO/US-FMS-IND of the PPR as
well as the date he returned the PPR to DFAS by mail or fax. This will
place an indicator on the Aging Report, UNFM400A, so management will
know that the ACO has taken action on the particular PPR.

   b. Sample Screen

****
 UNFM78   ACO O/R - AGING REPORT UPDATE   94 08 25
 CBUD:

        PIIN: XXXXXX XX XXXXX
        SPIIN: XXXX
        PP-REQ-NO: XXXX
        US-FMS-IND: X
        DATE-RETURNED-TO-DFAS: XX XXX XX

****

                       Figure 2.2.6-1l

c. Input Instructions

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - Enter the contract number. Must be alphanumeric, cannot be blank.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/delivery order number, if applicable. May be alphanumeric or blank.
PP-REQ-NO	PPR Number - Enter the number of the PPR you are returning to the contractor. Must be alphanumeric, cannot be blank.
US-FMS-IND	United States/Foreign Military Sale Indicator - Enter A if the PPR is for US requirements, enter B if the PPR is for FMS requirements. Must be A or B.
DATE-RETURNED-TO-DFAS	The date the ACO mailed or faxed the signed PPR to DFAS. Must be YY MMM DD.

d. Error Messages

ERROR MESSAGE	REASON
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
NA4 INVALID US-FMS-IND, MUST BE 'A' OR 'B'	The US-FMS-IND you entered was not A (US) or B (FMS).
NB2 PP REQUEST NOT FOUND, ENTER ANOTHER/PA2	The PPR you entered does not exist on the PP data base.

ERROR MESSAGE	REASON
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three positions of the PP-REQ-NO must be numeric. The last position must be alpha or blank.
NC4 CANNOT BE LESS THAN DT-REJ-TO-ACO	The date you entered is earlier than the date the was rejected to the ACO.
NC5 PPR HAS NOT BEEN REJECTED TO ACO	You cannot override a PPR until the reject data has been sent to the ACO.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the three position alpha abbreviation.
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR THE MONTH	The day must either be left blank or must be the numeric day.
XG3 MUST CONTAIN NUMERIC DATA GREATER THAN ZERO	The highlighted field must contain numeric data and must be a positive number.

2.2.6.1.14 UNFM58 - RETURN PROGRESS PAYMENT TO CONTRACTOR

  a. General - Screen UNFM58 is accessed by entering Function 3 on
Screen UNFM50, Progress Payment Menu. When the ACO returns a PPR to the
contractor for correction, he should enter the PIIN/SPIIN/PP-REQ-NO/US-
FMS-IND of the PPR. This will remove the PPR from the data base, stop
it from appearing on Report UNFM400A, Progress Payment Aging Report, and
delete it from Screen UNFM72, PPRs Rejected to ACO.

  b. Sample Screen

****
 UNFM58   RETURN PROGRESS PAYMENT TO CONTRACTOR   94 08 25
 CBUD:

        PIIN: XXXXXX XX XXXXX
        SPIIN: XXXX
        PP-REQ-NO: XXXX
        US-FMS-IND: X
        CAO-ORG-CODE: XX

****

                      Figure 2.2.6-1m

c. Input Instructions

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - Enter the contract number. Must be alphanumeric, cannot be blank.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/delivery order number, if applicable. May be alphanumeric or blank.
PP-REQ-NO	PPR Number - Enter the number of the PPR you are returning to the contractor. Must be alphanumeric, cannot be blank.
US-FMS-IND	United States/Foreign Military Sale Indicator - Enter A if the PPR is for US requirements, enter B if the PPR is for FMS requirements. Must be A or B.
CAO-ORG-CODE	Contract Administration Office Organization Code - The code which identifies the contract administration office. This code is system generated when you depress ENTER after completing the previous fields.

d. Error Messages

ERROR MESSAGE	REASON
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
NA4 INVALID US-FMS-IND, MUST BE 'A' OR 'B'	The US-FMS-IND you entered was not A (US) or B (FMS).

ERROR MESSAGE	REASON
NB2 PP REQUEST NOT FOUND, ENTER ANOTHER/PA2	The PPR you entered does not exist on the PP data base.
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three characters of the PP-REQ-NO must be numeric. The last position must be alpha or blank.
NC5 PPR HAS NOT BEEN REJECTED TO	You cannot return a PPR to the contractor, if the reject data has not been sent to the ACO.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

2.2.6.1.15 UNFM90 - PROGRESS PAYMENTS RETURNED TO CONTRACTOR

  a. General - Screen UNFM90 is accessed by entering Function H on
Screen UNFM61, the Progress Payment Inquiry Menu. It will display all
PPRs that have been returned to the contractor in the last 32 days.

  b. Sample Screen

```
************************************************************************
UNFM90        PROGRESS PAYMENT RETURNED TO CONTRACTOR            95 01 30
CBUD:                                    CAO-ORG-CODE:  YL


ACO-   CNTRCTR     PIIN       SPIIN PP-REQ-  US-FMS-   ADPE-   DT-RET-BY-ACO
CODE                               NO       IND       NO
----------------------------------------------------------------------
GLB   MCDONNE N00383 94 C1234       001      A        129876     95 JAN 30
GLB   MCDONNE F33657 89 G2000 0001  334B     B        129893     95 JAN 13
```



```
************************************************************************
```

                          Figure 2.2.6-1n

c. Description

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which uniquely identifies a particular administrative contracting officer.
CNTRCTR	Contractor - The company name.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
PP-REQ-NO	PPR Number - The number that applies to a particular PPR.
US-FMS-IND	United States Foreign Military Sales Indicator - An A indicates the PPR applies to US requirements, a B indicates the PPR applies to FMS requirements.
ADPE-NO	Automatic Data Processing Equipment Number - The number which uniquely identifies a particular occurrence of an invoice.
DT-RET-BY-ACO	Date Returned by ACO - The date the Administrative Contracting Officer returned the PPR to the contractor for correction.

2.2.6.1.16 UNFM350A – AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS

DATA SUMMARY: This report summarizes all errors
                                 including input errors for PPRs which
                                 did not pass the validation.

PURPOSE: Provides a summary of errors (input
                                 or contractor) at the PPR level, the
                                 CAGE level, the ACO level, and the CAO
                                 level. This report should be used
                                 by management personnel to monitor
                                 the Progress Payment System.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily (provided some PPRs failed to
                                 pass MOCAS validation)/As Required

SORT SEQUENCE: CAO/ACO

2.2.6.1.17 UNFM350B - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS -
            DISTRICT SUMMARY

    DATA SUMMARY: This report summarizes all errors
                                        including input errors for PPRs which
                                        did not pass the validation.

    PURPOSE: Provides a summary of errors (input or
                                        contractor) at the PPR level, the CAGE
                                        level, the ACO level, the CAO level and
                                        the district level. This report should
                                        be used by management personnel to
                                        monitor the Progress Payment System.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: Daily (provided some PPRs failed to
                                        pass MOCAS validation)/As Required

    SORT SEQUENCE: CAO/ACO

2.2.6.1.18 UNFM400A - AGING OF UNPAID PPRS

    DATA SUMMARY: This report will be used by DFAS, the
                                        ACO and higher management to track how
                                        long it takes to either pay or return a
                                        PPR to the contractor.

    PURPOSE: Provides an aging of PPRs from the time
                                          they are received until they are
                                        finally paid or returned to the con-
                                        tractor for correction.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: Daily/As Required

    SORT SEQUENCE: CAO, ACO, CAGE

2.2.6.2 PAID PROGRESS PAYMENT REQUESTS

2.2.6.2.1 UNFM79 - PROGRESS PAYMENTS PAID - SUMMARY FUND STATUS

   a. General - UNFM79 is accessed by entering Function D on
Screen UNFM61, Progress Payment Inquiry Menu and entering either ACO-
CODE or PIIN/SPIIN/PP-REQ-NO/FMS IND. You may view any payment that was
made in the last 32 days by entering a beginning and ending date. NOTE:
THIS INFORMATION WILL CONTINUE TO BE AUTOMATICALLY GENERATED IN A REPORT
FORMAT. REPORT UNFM320A WILL GENERATE WHENEVER A PPR IS PAID.

   b. Sample Screen

```
**************************************************************************
UNFM79          PROGRESS PAYMENTS PAID - SUMMARY FUND STATUS    94 06 03
CBUD:

CAGE:  21205  CAO-ORG-CODE:  LB   ACO-CODE:  CC4  BUS-CD:  C
CNTRCTR-NAME:  OPTIC-ELECTRONIC CORP.         DATE-PAID:  94 JUN 03
PIIN:  N00104 94 C 5359   SPIIN:       PP-REQ-NO:  001   US-FMS-IND:  B


----------------------------------------------------------------------

CURRENT-FUND-STATUS          US                      FMS

CONTRACT-OBLIGATION:      338 382                 310 240

ULO:                      338 382                 310 240
UNLIQUIDATED-PP:               00                  48 062CR
PP-REMAINING:             270 706                 200 130
CUMULATIVE-PP-PAID:            00                  48 062
```



```
**************************************************************************
```
                        Figure 2.2.6-2a

c. Description

DATA ELEMENT	DESCRIPTION
CAGE	Commercial and Government Entity - The five position code which identifies the contractor.
CAO-ORG-CODE	Contract Administration Office Organization Code - The two position code which identifies the Contract Administration Office.
ACO-CODE	Administrative Contracting Officer Code - The three position code which uniquely identifies a particular ACO.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example, C is large business. See Appendix A6 of DoD 4000.25-5-M for a list of valid codes.
CNTRCTR-NAME	Contractor Name - The company name.
DATE-PAID	The date the PPR was paid.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	PPR Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.

NOTE: ALL FIELDS SHOWN BELOW ARE FOR EITHER US FUNDS OR FMS FUNDS.

CONTRACT-OBLIGATION	The total obligation of the contract excluding any amount paid by another disbursing office.
ULO	Unliquidated Obligation - The amount of money remaining on the contract which has not been disbursed.
UNLIQUIDATED-PP	Unliquidated Progress Payments - The amount of money disbursed via Progress Payments which has not yet been recouped.
PP-REMAINING	Progress Payments Remaining - The amount of Progress Payments up to the Progress Payment ceiling which may yet be disbursed.
CUMULATIVE-PP-PAID	Cumulative Progress Payments Paid - Total Progress Payments paid to date.

2.2.6.2.2 UNFM80 - PROGRESS PAYMENTS PAID - COUNTRY CODE DATA

   a. General - UNFM80 is accessed by depressing ENTER on Screen UNFM79.
NOTE: TO BACK UP ONE SCREEN USE THE PF4 KEY.

   b. Sample Screen

```
***********************************************************************
UNFM80        PROGRESS PAYMENTS PAID - COUNTRY CODE DATA       94 06 03
CBUD:
CAGE:  21205  CAO-ORG-CODE:  LB   ACO-CODE:  CC4  BUS-CD:  C
CNTRCTR-NAME:  OPTIC-ELECTRONIC CORP.         DATE-PAID:  94 JUN 03
PIIN: N00104 94 C 5359      SPIIN:      PP-REQ-NO: 001   US-FMS-IND: B
----------------------------------------------------------------------
COUNTRY-CODE:   JA
AMOUNT-PAID:                38 062    CUM-PP-PAID-CC:           38 062
CNTR-OBL-CC:               210 240    ULO-CC:                  210 240
UNLIQ-PP-CC:                38 062CR  PP-REMAINING-CC:         130 130

COUNTRY-CODE:   CN
AMOUNT-PAID:                10 000    CUM-PP-PAID-CC:           10 000
CNTR-OBL-CC:               100 000    ULO-CC:                  100 000
UNLIQ-PP-CC:                10 000CR  PP-REMAINING-CC:          70 000

COUNTRY-CODE:
AMOUNT-PAID:                          CUM-PP-PAID-CC:
CNTR-OBL-CC:                          ULO-CC:
UNLIQ-PP-CC:                          PP-REMAINING-CC:




***********************************************************************
```

                        Figure 2.2.6-2b

c. Description

DATA ELEMENT	DESCRIPTION
CAGE	Commercial and Government Entity - The five position code which identifies the contractor.
CAO-ORG-CODE	Contract Administration Office Organization Code - The two position code which identifies the Contract Administration Office.
ACO-CODE	Administrative Contracting Officer Code - The three position code which uniquely identifies a particular ACO.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example C is large business. See Appendix A6 of DoD 4000.25-5-M for a list of valid codes.
CNTRCTR-NAME	Contractor Name - The company name.
DATE-PAID	The date the PPR was paid.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	PPR Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
COUNTRY-CODE	The country code to which the disbursement applies. If the disbursement was for US funds, US will be shown here.
AMOUNT-PAID	The dollar amount disbursed to the contractor for the country code shown.
CUM-PP-PAID-CC	Cumulative Progress Payments Paid by Country Code - Total Progress Payments paid to date for the country code shown.
CNTR-OBL-CC	Contract Obligation by Country Code - The total obligation of the contract for the country code shown.
ULO-CC	Unliquidated Obligation by Country Code - The amount of money remaining on the contract which has not been disbursed for the country code shown.

DATA ELEMENT	DESCRIPTION
UNLIQ-PP-CC	Unliquidated Progress Payments by Country Code - The amount of money disbursed via Progress Payments which has not yet been recouped for the country code shown.
PP-REMAINING-CC	Progress Payments Remaining by Country Code - The amount of Progress Payments up to the Progress Payment ceiling which may yet be disbursed for the country code shown. This is calculated by multiplying the CONTRACT-OBL-CC by the Progress Payment Rate and subtracting the CUM-PP-PAID-CC.

2.2.6.2.3 UNFM320A - PAYMENT NOTIFICATION ON PPRS

DATA SUMMARY: This report will be used by the ACO as
                                a record of Progress Payment activity
                                for each contract authorized Progress
                                Payments which are paid.

PURPOSE: Provides a record of Progress Payments
                                made on individual contracts that are
                                automatically paid.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: As Required

SORT SEQUENCE: PIIN, SPIIN

2.2.6.2.4 UNFM86 - PAID PROGRESS PAYMENT SUMMARY

   a. General - This screen summarizes the paid Progress Payments. It
is accessed by entering an F in the function field on Screen UNFM61,
Progress Payment Inquiry Menu. It can be accessed either by ACO-CODE or
CAO-ORG-CODE and a beginning and ending date. A paid PPR will be no
longer be displayed when the date paid is more than 32 days ago.

   b. Sample Screen

```
**********************************************************************
UNFM86                PAID PROGRESS PAYMENT SUMMARY              94 10 19
CBUD:                                               CAO-ORG-CODE:  GB

ACO- CNTRCTR-      PIIN        SPIIN PP-REQ- US-FMS DATE-PAID AMOUNT-PAID
CODE   NAME                          NO     IND

GE1   SUNDSTRA F34601 91 G7710 SA2Y  001A     A     94 SEP 27 999 999 999 999



**********************************************************************
```

Figure 2.2.6-2c

c. Description

DATA ELEMENT	DESCRIPTION
CAO-ORG-CODE	Contract Administration Office Organization Code - The two position code which identifies the contract administration office.
ACO-CODE	Administrative Contracting Officer Code - The three position code which uniquely identifies a particular ACO.
CNTRCTR-NAME	Contractor Name - The company name.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	PPR Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
DATE-PAID	The date the PPR was paid.
AMOUNT-PAID	The dollar amount disbursed to the contractor.

2.2.7 PERIODIC REVIEW ALERTS

2.2.7.1 UNFM74 - ACO PERIODIC REVIEW ALERT

   a. General - When Function E is selected from UNFM61-Progress Payment
Inquiry Menu 1, or if Function D is selected from UNFM73 - ACO Workload
Menu, Screen UNFM74, is displayed. Each day the ACO should look to see
if there are any periodic review alerts issued. The alert is displayed
based on ACO/CAGE. Each CAGE is displayed on a separate screen. You
should continue to depress ENTER until you receive a message informing
you that there is no more data. The purpose of this screen is to alert
the ACO that a periodic review needs to be performed. It is generated
based the SR Code the ACO entered or an alternate review date the ACO
entered on the master. Only contracts in section 1 of the CAR will
appear on this screen since a review is not required if the contract is
not active. There are six messages that can appear on this screen.
They are detailed below.

     INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED
     15 DAYS PAST REVIEW DATE, 46 DAYS UNTIL PAYMENTS STOP
     30 DAYS PAST REVIEW DATE, 31 DAYS UNTIL PAYMENTS STOP
     45 DAYS PAST REVIEW DATE, 16 DAYS UNTIL PAYMENTS STOP
     60 DAYS PAST REVIEW DATE, PAYMENTS STOP TOMORROW
     61 DAYS PAST REVIEW DATE. AUTO PAYMENTS STOPPED, FINAL ALERT

On the 61st day the system will automatically place the R reduction code
in the U.S. and FMS fields of the Progress Payment Master. The ACO can
override the reduction code. The ACO can stop the messages by inputting
a Date Review Complete on the Progress Payment Master. An R code will
also be system generated in the U.S. and FMS reduction fields when the
contract moves to CAR Section 2.

b. Sample Screen

```
*********************************************************************
UNFM74               ACO PERIODIC REVIEW ALERT               94 08 28
CBUD:


ACO-CODE: WQ1  CAGE: 34879   CNTRCTR-NAME: TRW INC.

PIIN: DAAE07 93 C3456   SPIN:        DATE-OF-ALERT: 94 AUG 25
REVIEW-DATE: 94 JUL 05  SR-CODE: 2   SYSTEM-REVIEW-INDICATOR:

60 DAYS PAST REVIEW DATE, PAYMENT STOP TOMORROW

PIIN: SP0700 94 G9378   SPIN: 1111   DATE-OF-ALERT: 94 AUG 25
REVIEW-DATE: 94 AUG 25  SR-CODE: 1   SYSTEM-REVIEW-INDICATOR: Y

INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED


PIIN: SP0700 94 G9378   SPIN: 1112   DATE-OF-ALERT: 94 AUG 25
REVIEW-DATE: 94 AUG 25  SR-CODE: 1   SYSTEM-REVIEW-INDICATOR: Y

INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED




*********************************************************************
                        Figure 2.2.7-1
```

    c. Description

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which identifies the Administrative Contracting Officer.
CAGE	Commercial and Government Entity - The code which uniquely identifies a contractor.
CNTRCTR-NAME	Contractor Name - The name of the contractor.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplement Procurement Instrument Identification Number - The call/delivery order.
DATE-OF-ALERT	The date the review alert was issued.
REVIEW-DATE	The date the periodic review is scheduled to be performed.

DATA ELEMENT	DESCRIPTION
SR-CODE	Status Review Code - The code which indicates how often a periodic review should be performed. 1 = Yearly, 2 = Twice a Year, and 3 = Quarterly.
SYSTEM-REVIEW-INDICATOR	A Y means that the contractor is on a periodic system review.

2.2.8 DELAYED INQUIRIES

2.2.8.1 UNFM75 - PROGRESS PAYMENTS DELAYED INQUIRIES

   a. General - There are two types of delayed inquiries in the Progress
Payment System - the Progress Payment Validation Report and the ACO
Periodic Review Alert. Both delayed inquiries are requested using
Screen UNFM75 which is Function 6 from the main Progress Payment Menu,
Screen UNFM50. The delayed inquiries have to be requested. They are
then printed overnight and delivered to the requester the next day. In
addition, an inquiry allows you to view pending requests and delete
them.

   b. Sample Screen

```
**********************************************************************
UNFM75              PROGRESS PAYMENT DELAYED INQUIRIES          94 08 25
CBUD:




     VALIDATION OF PPRS ............... A

     ACO PERIODIC REVIEW ALERT ............................. B

      PENDING DELAYED INQUIRY REQUEST ..... C

               FUNCTION: X







**********************************************************************
                    Figure 2.2.8-1
```

   c. INPUT INSTRUCTION

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter the appropriate function. Enter an A to
                        request the Validation of PPR Report or a B to
                        request a Periodic Review Alert. Enter a C to
                        inquire about pending requests or to delete
                        pending requests that you entered.

d. Error Messages

<u>ERROR MESSAGE</u>   <u>REASON</u>

HX1 INVALID FUNCTION   Function must be A, B, or C.
ENTERED

S60 CBUD IS NOT   Help is not available for the requested element.
AVAILABLE FOR THE
REQUESTED ELEMENT

2.2.8.2 UNFM76 - VALIDATION OF PPRS DELAYED INQUIRY

   a. General - This screen is accessed by entering A in the function
field on Screen UNFM75. Report UNFM300B, Validation of PPR, will be
produced during the nightly cycle.

   b. Sample Screen

```
************************************************************************
 UNFM76            VALIDATION OF PROGRESS PAYMENT REQUESTS      94 08 25
                            DELAYED INQUIRY
  CBUD:


           * REQUESTER...... XXXXXXXXXXXXXXX  * ROUTING-CODE ... XX
             PIIN .......... XXXXXX XX XXXXX    SPIIN .......... XXXX
             PP-REQ-NO ..... XXXX               US-FMS-IND ......X
             ACO-CODE ...... XXX                DT-REJ-TO-ACO....XX XXX XX



           * FIELD MUST BE ENTERED



************************************************************************
                         Figure 2.2.8-2
```

c. Input Instruction

DATA ELEMENT	INPUT INSTRUCTIONS
REQUESTER	Enter the name of the person requesting the report. Must be alphanumeric. Cannot be blank.
ROUTING-CODE	Enter the two position ORG Code of the office to receive the report. Cannot be blank.
PIIN	Procurement Instrument Identification Number - Enter the contract number. Must be alpha-numeric or blank.
SPIIN	Supplemental Procurement Instrument Identifica-tion Number - Enter the call/delivery order number. Must be alphanumeric or blank.
PP-REQ-NO	PPR Number - Enter the number of the PPR. Must be alphanumeric or blank.
US-FMS-IND	United States/Foreign Military Sales Indicator - Enter A if the PPR is for US requirements and B if the PPR is for FMS requirement. Must be A, B, or blank.
ACO-CODE	Administrative Contracting Officer Code - Enter the three position code of the ACO responsible or the PPR. Must be alphanumeric or blank.
DT-REJ-TO-ACO	Date Rejected to the ACO - The date DFAS entered an ACTION-CODE of A on the PPR to generate the validation data to the ACO for his action.

NOTE: This report may be requested either by (PIIN/SPIIN/PP-REQ-NO/US-FMS-IND) or by (ACO and DT-REJ-TO-ACO). You may not request a report unless the PPR has been rejected to the ACO.

d. Error Messages

ERROR MESSAGE	REASON
HD1 ACO CODE MUST BE ON TB0044	The ACO Code you entered is not a valid ACO Code.
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
HX8 INVALID ROUTING CODE	The Routing Code must match an ORG Code on Table 40.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.

ERROR MESSAGE	REASON
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
NA4 INVALID US-FMS-IND, MUST BE 'A' OR 'B'	The US-FMS-Ind you entered was not A (US) or B (FMS).
NA9 NO DATA FOUND, ENTER ANOTHER/PA2 TO EXIT	There was no data which matched your selected criteria.
NB3 REQUEST ALREADY EXISTS: ENTER ANOTHER/PA2	You already entered this request today.
NB4 ROUTING-CODE MUST BE ENTERED	The routing code was not entered.
NC1 ENTER ACO/DT-REJ- TO-ACO OR PIIN/SPIIN/ PP#/FMS	You must enter either the ACO Code and Date Rejected to ACO or the contract number, PPR Number, and the FMS indicator.
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three positions of the PP-REQ-NO must be numeric. The last position must be alpha or blank.
NC5 PPR HAS NOT BEEN REJECTED TO ACO	You cannot request a Progress Payment Reject Report if the reject data has not been sent to the ACO.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
XB7 MUST ENTER ALPHANUMERIC DATA	The highlighted field must contain alphanumeric data.

2.2.8.3 UNFM84 - OUTSTANDING VALIDATION OF PROGRESS PAYMENT REPORT
         REQUESTS

   a. General - This screen is accessed by entering an A or a C on
Screen UNFM83, Outstanding Report Request. If you entered Function A,
only the Validation Report requests entered today that match you RGS
Code will appear on Screen UNFM84. If you entered Function C, all the
Validation Report requests entered today will appear on Screen UNFM84.

   b. Sample Screen

```
****************************************************************************
UNFM84   OUTSTANDING VALIDATION OF PROGRESS PAYMENT REPORT REQUESTS   95 01 19
CBUD:
                             RGS-CODE:  C000001

            ROUTING-                         US-FMS  PP-                  DT-REJ-
REQUESTER   CODE       PIIN          SPIIN   IND     REQ-NO  ACO-CODE  TO-ACO
-------------------------------------------------------------------------
 HETRICK     GB     N00383 94 C1111          A       001A
 HETRICK     GB                                               GE1    95 JAN 07




****************************************************************************
```

                         Figure 2.2.8-3

c. Description

DATA ELEMENT	DESCRIPTION
RGS-CODE	Reading Group Specialist Code - The code used to access the MOCAS System assigned to a specific user. This field will contain your RGS Code if you selected function A on Screen UNFM83. If you selected function on Screen UNFM83, it will contain the words ALL USERS.
REQUESTER	The name of the person requesting the report.
ROUTING-CODE	The CAO-ORG-CODE where the report will be routed.
PIIN	Procurement Instrument Identification Number - The contract number for which the validation report will be generated.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number for which the validation report will be generated.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates a US PPR, a B indicates an FMS PPR.
PP-REQ-NO	PPR Number - The Progress Payment Number (including the lot if applicable) for which the validation report will be generated.
ACO-CODE	Administrative Contracting Officer Code - The code of the ACO for whom the validation reports will be generated.
DT-REJ-TO-ACO	Date Rejected to the Administrative Contracting Officer - The date the validation information was originally sent to the ACO.

2.2.8.4 UNFM88 - OUTSTANDING VALIDATION OF PROGRESS PAYMENT REPORT
         REQUESTS WITH DELETE

   a. General - This screen is accessed by entering an E on Screen
UNFM83, Outstanding Report Request. Only the Validation Report Requests
entered today that match you RGS Code will appear on Screen UNFM88.

   b. Sample Screen

```
***************************************************************************
UNFM88  OUTSTANDING VALIDATION OF PROGRESS PAYMENT REPORT REQUESTS  95 01 19
                          WITH DELETE
CBUD:
                        RGS-CODE:  C000001

           ROUTING-                      US-FMS PP-REQ-  ACO-  DT-REJ-
REQUESTER  CODE      PIIN       SPIIN    IND    NO       CODE  TO-ACO      DEL
--------------------------------------------------------------------------
HETRICK    GB                                           GE1   95 JAN 03    D
HETRICK    GB    N00383 94 G2930 0001    B      003

***************************************************************************
```

                       Figure 2.2.8-4

c. Description

DATA ELEMENT	DESCRIPTION
RGS-CODE	Reading Group Specialist Code - The code used to access the MOCAS System assigned to a specific user. This field will contain your RGS Code if you selected Function A on Screen UNFM83. If you selected Function C on Screen UNFM83, it will contain the words ALL USERS.
REQUESTER	The name of the person requesting the report.
ROUTING-CODE	The CAO-ORG-CODE where the report will be routed.
PIIN	Procurement Instrument Identification Number - The contract number for which the validation report will be generated.
SPIIN	Supplemental Procurement Instrument Identifica-tion Number - The call/delivery order number for which the validation report will be generated.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates a US PPR, a B indicates an FMS PPR.
PP-REQ-NO	Progress Payment Request Number - The PPR Number (including the lot if applicable) for which the validation report will be generated.
ACO-CODE	Administrative Contracting Officer Code - The code of the ACO for whom the validation reports will be generated.
DT-REJ-TO-ACO	Date Rejected to the Administrative Contracting Officer - The date the validation information was originally sent to the ACO.
DEL	Delete - Enter a D in this field to delete the report request. A D will cause the report not to be generated during the nightly cycle.

d. ERROR MESSAGES

ERROR MESSAGES	REASON
HXD TO DELETE A REQUEST, ENTER A "D" IN THE DELETE FIELD	You entered something other than a D in the delete field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

2.2.8.5 UNFM300B - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT

<u>DATA SUMMARY</u>:

PURPOSE: The purpose of this report is to
                                provide a hard copy report of the
                                validations performed on a Progress
                                Payment Request (SF Form 1443/DD
                                Form 1195) when requested by the
                                ACO.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

SORT SEQUENCE: CAO/ACO

PAGE BREAK: Full Page

TOTAL: Amount provided; CLR ULO: CLR WIP
                                balance; calculated limit.

ADDITIONAL INFORMATION:

The report is broken down into four sections:

a. Validation of PPR - This section contains the validation relative
to the mathematical verification of the DD Form 1195/SF 1443.

b. Calculation of Required Limitations - This section includes the
calculation of the limitations imposed by the FAR to ensure Progress
Payments are not overpaid.

c. Computation of Loss Ratio - This section is only prepared if the
contract is in a loss position. (Note: Estimated cost to complete plus
cost incurred exceeds contract price (CLR obligated dollars).)

d. Validation of Country Code Distribution for FMS Requirements -
This section is prepared only if the PPR pertains to the FMS
requirements portion of a contract.

2.2.8.6 UNFM77 - ACO PERIODIC REVIEW ALERT DELAYED INQUIRY

   a. After you enter a B on the preceding Screen, UNFM75, Screen UNFM77
will appear.

   b. Sample Screen

```
**********************************************************************
UNFM77                      ACO PERIODIC REVIEW ALERT          94 08 25
                                 DELAYED INQUIRY
  CBUD:


      *   REQUESTER ...... XXXXXXXXXXXXXXX   *  ROUTING-CODE ... XX
      *   BEGINNING-DATE . XX XXX XX         *  ENDING-DATE .... XX XXX XX
          CAO-ORG-CODE ... XX                   ACO-CODE ....... XXX




          * FIELD MUST BE ENTERED
**********************************************************************
                           Figure 2.2.8-6
```

   c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

REQUESTER   The name of the person requesting the report. In
                            order to request a delayed inquiry this field
                            must be completed.

ROUTING-CODE   Enter the routing code of the requester.

BEGINNING-DATE   The starting date for which you want the review
                            alerts to generate. For example, if today is Apr
                            1 and you want all your review alerts from Mar 20
                            to date, you would enter a beginning date of 94
                            Mar 20. The starting date may not be more than
                            14 days before today's date.

ENDING-DATE   The last date for which you want the review
                            alerts to generate. For example, if today is
                            Apr 1 and you want all your review alerts from
                            Mar 20 to Mar 30, you would enter an ending date
                            of 94 Mar 30. The ending date may not be later
                            than the current date.

DATA ELEMENT	INPUT INSTRUCTIONS
CAO-ORG-CODE	Contract Administration Office Organization Code - Enter the ORG Code only if you want all the periodic review alerts for the entire CAO.
ACO-CODE	Administrative Contracting Officer Code. Enter the ACO Code for which you want the review alerts. No entry is required if you entered CAO-ORG-CODE. Review alerts will normally be requested at the ACO level.

   d. Error Messages

ERROR MESSAGES	REASON
HD1 ACO CODE MUST BE ON TB0044	The ACO Code you entered is not a valid ACO Code.
HX0 MUST BE ENTERED – CANNOT BE BLANK	The ACO Code or CAO ORG Code must be entered and the field must be completely filled.
HX8 INVALID ROUTING CODE	The routing code you entered did not match an ORG Code on Table TB0040.
N85 DATE CAN'T BE GREATER THAN CURRENT DATE	The beginning or ending date cannot be greater than current date.
N87 CANNOT BE OLDER THAN 14 DAYS	The beginning or ending date cannot be less than 14 days before the current date.
N89 DATE CANNOT BE LESS THAN BEGIN DATE	The ending date cannot be earlier than the beginning date.
N91 BEGIN DATE DAY MUST BE ENTERED	You must enter the day of the beginning date field.
N92 BEGIN DATE MONTH MUST BE ENTERED	You must enter the month of the beginning date field.
NA8 CAO OR ACO MUST BE ENTERED	You must enter either an ACO or CAO Code.
NA9 NO DATA FOUND, ENTER ANOTHER/PA2 TO EXIT	No review alerts were generated for the specified ACO or CAO during the specified time period.
NB3 REQUEST ALREADY EXISTS: ENTER ANOTHER/PA2	You already entered this request.
NB4 ROUTING-CODE MUST BE ENTERED	The routing code was not entered.

ERROR MESSAGES	REASON
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
U31 MUST MATCH A VALID CAO CODE ON TABLE TB0040	The CAO code you entered is not valid.
U40 IF ENTERED, ALL CHARACTERS MUST BE FILLED	ACO field or CAO field must be completely filled if entered.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the three position alpha abbreviation.
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR THE MONTH	The day must either be left blank or must be the numeric day.
XG8 MUST ENTER A VALID DAY, 01 THRU 31 AND VALID FOR MONTH	The day you entered was erroneous. It must be 01 through 31.

2.2.8.7 UNFM83 - OUTSTANDING REPORT REQUEST

   a. After you enter a C on the preceding Screen, UNFM75, Screen UNFM83
will appear.

   b. Sample Screen

```
*************************************************************************
UNFM83                    OUTSTANDING REPORT REQUEST              95 01 19
CBUD:                        RGS-CODE:  C000001


DISPLAY VALIDATION OF PPRS FOR RGS CODE ONLY.........................A
DISPLAY ACO PERIODIC REVIEW ALERT REQUESTS FOR RGS CODE ONLY.......B
DISPLAY VALIDATION OF PPRS FOR ALL USERS............................C
DISPLAY ACO PERIODIC REVIEW ALERT REQUESTS FOR ALL USERS...........D
DISPLAY/DELETE VALIDATION OF PPR....................................E
DISPLAY/DELETE ACO PERIODIC REVIEW ALERT............................F




*************************************************************************
```

                         Figure 2.2.8-7

   c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter the letter of the function you wish to
                          view. Function A will display all of the
                          validation of PPRs you requested today. Function
                          B will display all of the Periodic Review Alert
                          Requests you requested today. Function C will
                          display all of the validation of PPRs everyone
                          requested today. Function D will display all of
                          the Periodic Review Alert Requests everyone
                          requested today. Function E will display the
                          validation of PPRs you requested today and allow
                          you to delete the request. Function F will
                          display the Periodic Review Alert Requests you
                          requested today and allow you to delete the
                          request.

d. Error Messages

ERROR MESSAGES	REASON
HX0 MUST BE ENTERED - CANNOT BE BLANK	You must enter a selection in the function field.
HX1 INVALID FUNCTION ENTERED	You must enter A, B, C, D, E or F.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

2.2.8.8 UNFM85 - OUTSTANDING ACO PERIODIC REVIEW ALERT REPORT REQUESTS

   a. After you enter a B or D on the preceding Screen UNFM83, Screen
UNFM85 will appear. If you entered Function B, only the ACO Periodic
Review Alert Report Requests entered today that match your RGS Code will
appear on Screen UNFM85. If you entered Function D, all the ACO
Periodic Review Alert Report Requests entered today will appear on
Screen UNFM85.

   b. Sample Screen

```
**********************************************************************
UNFM85  OUTSTANDING ACO PERIODIC REVIEW ALERT REPORT REQUESTS  95 01 19
CBUD:

                         RGS-CODE:  C000001


            ROUTING-
REQUESTER   CODE      BEGINNING-DATE   ENDING-DATE   CAO-ORG-CODE   ACO-CODE
-------------------------------------------------------------------------
HETRICK      GB         94   JAN 11      94 JAN 19        GB
HETRICK      GB         94   JAN 18      94 JAN 19                     GE1




**********************************************************************
```

                        Figure 2.2.8-8

c. Input Instructions

DATA ELEMENT   INPUT INSTRUCTIONS

RGS-CODE   Reading Group Specialist Code - The code used to
                              access the MOCAS System assigned to a specific
                              user. This field will contain your RGS Code if
                              you selected Function B on Screen UNFM83. If you
                              selected Function D on Screen UNFM83, it will
                              contain the words ALL USERS.

REQUESTER   The name of the person requesting the report.

ROUTING-CODE   The CAO-ORG-CODE where the report will be routed.

BEGINNING-DATE   The starting date for which the review alerts
                              will generate.

ENDING-DATE   The last date for which the review alerts will
                              generate.

CAO-ORG-CODE   Contract Administration Office Organization Code
                              - The Contract Administration Office for whom
                              review alerts have been requested.

ACO-CODE   Administrative Contracting Officer Code - The
                              Administrative Contracting Officer for whom
                              review alerts have been requested.

2.2.8.9 UNFM89 - OUTSTANDING ACO PERIODIC REVIEW ALERT REPORT REQUESTS
          WITH DELETE

   a. After you enter an F on the preceding Screen UNFM83, Screen UNFM89
will appear. Only the ACO Periodic Review Alert Report Requests entered
today that match your RGS Code will appear on Screen UNFM89.

   b. Sample Screen

```
*************************************************************************
UNFM89  OUTSTANDING ACO PERIODIC REVIEW ALERT REPORT REQUESTS  95 01 19
                              WITH DELETE
CBUD:


                      RGS-CODE:  C000001


          ROUTING-
REQUESTER  CODE   BEGINNING-DATE ENDING-DATE CAO-ORG-CODE  ACO-CODE  DEL
-----------------------------------------------------------------------
HETRICK    GB      94  JAN 11    94 JAN 19       GB                   D
HETRICK    GB      94  JAN 18    94 JAN 19                   GE1




*************************************************************************
```

                         Figure 2.2.8-9

c. Input Instructions

DATA ELEMENT	INPUT INSTRUCTIONS
RGS-CODE	Reading Group Specialist Code - The code used to access the MOCAS System assigned to a specific user. This field will contain your RGS Code.
REQUESTER	The name of the person requesting the report.
ROUTING-CODE	The CAO-ORG-CODE where the report will be routed.
BEGINNING-DATE	The starting date for which the review alerts will generate.
ENDING-DATE	The last date for which the review alerts will generate.
CAO-ORG-CODE	Contract Administration Office Organization Code - The Contract Administration Office for whom review alerts have been requested.
ACO-CODE	Administrative Contracting Officer Code - The Administrative Contracting Officer for whom review alerts have been requested.
DEL	Delete - Enter a D if you which to delete this request, otherwise leave blank. Must be D or blank.

d. Error Messages

ERROR MESSAGES	REASON
HXD TO DELETE A REQUEST, ENTER A "D" IN THE DELETE FIELD	You entered something other than a D in the delete field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

2.2.8.10 UNFM310A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW
          REPORT (DELAYED INQUIRY)

    DATA SUMMARY: This report notifies the ACO when the
                                      periodic review and evaluation is to be
                                      performed on contracts which authorize
                                      progress payments.

    PURPOSE: This report is used as a suspense document
                                        to alert the ACO that the review is to be
                                      performed.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: As requested

    SORT SEQUENCE: CAO, ACO, CAGE, PIIN, SPIIN

    PAGE BREAK: CAGE level

CHAPTER 3 DESTINATION ACCEPTANCE REPORTING AND TRACKING SYSTEM
          (DARTS)

CHAPTER TABLE OF CONTENTS

CHAPTER 3 DESTINATION ACCEPTANCE REPORTING AND TRACKING SYSTEM
          (DARTS)

2.3.1 CHAPTER OVERVIEW

   DARTS was developed to provide for automatic transmission of shipment/
acceptance information between DFAS and shipment destinations when there
are shipments requiring destination acceptance, and to track and
followup such information. DARTS does not apply to any source
acceptance contracts or contracts authorizing Fast Pay procedures.

2.3.2 SYSTEM DESCRIPTION

   The system is activated by receipt and processing of a shipment DD
Form 250 that shows that destination acceptance is required. The system
will then automatically send an acceptance alert in MILSCAP (Military
Standard Contract Administration Procedures, DoD 4000.25-5-M) Format PK5
to the destination (except for Air Force activities, who have been
exempted from this first alert). DFAS will simultaneously establish a
suspense deadline for receipt of acceptance/rejection, taking into
account transportation and mailing time. The destination, under ideal
circumstances, will forward acceptance/rejection information back to
DFAS within the suspense timeframe in MILSCAP format transmission, or by
returning a DD Form 250 or some other hard copy document. From this,
DFAS will update the data base.

2.3.3 DISCREPANT SHIPMENTS

   a. The acceptance activity may reject all or part of a shipment. If
that happens, a Shipment Acceptance Discrepancy Notice will be
transmitted back to the DFAS. That will cause the MOCAS data system to
generate a corresponding, automatic notice (UNMC260C) to the ACO so that
corrective action can be initiated in accordance with paragraph 2.3.3.1.
The notice will include one of the following codes:

CODE   EXPLANATION

D   Documentation (incomplete, improper, or without authority;
            precludes acceptance).

M   Misdirected (material sent to the wrong activity).

N   Nonconforming (items do not meet the specifications).

O   Overage (quantity received is in excess of the quantity on
            the shipping document).

S   Shortage (quantity received is less than the quantity on the
            shipping document).

CODE	EXPLANATION
T	Technical Data (missing, mutilated, incomplete - includes Warranty Data).
U	Undelivered.
W	Wrong item.
X	Damaged.

   b. In the case of discrepancies, DARTS will automatically establish a 30 day suspense deadline for resolution of the discrepancy. If the problem is not resolved within that time, a second notice will be sent to the ACO. The suspense can be cleared at any time by DFAS receipt of a second Acceptance Report from the receiving activity signifying complete acceptance, or by information manually entered into the data system based upon advice received from the ACO.

2.3.3.1 ACO ACTION REQUIRED

   The ACO action or coordination required depends upon the type of Discrepancy Code received from the acceptance activity, e.g.:

   a. Codes O and S - No ACO action is required unless notice is received from the DFAS that the overage or shortage is not authorized by the contract. In that case, the ACO will coordinate with the contractor and the PCO to arrive at a mutually agreed-to solution. Contractual modification may be required.

   b. Codes M, U, or X - The Transportation/Packaging element will also receive either a SF 361, Transportation Discrepancy Report, or a SF 364, Report of Discrepancy from the consignee when these codes appear on the UNMC260C. The ACO shall maintain such suspense controls as are necessary to ensure that Transportation/Packaging receives a SF 361 or 364, and completes action on it. If it is determined that the contractor (or the contractor's commercial carrier) is liable, Transportation/Packaging will advise the ACO. The ACO will then initiate recovery claim action.

   c. Codes T, D, N, or W - The ACO should coordinate action with the IS and QAR (and if applicable, the PCO) upon receipt of a UNMC260C with one of these codes, in order to ascertain the contractor's liability. ACO action in such cases will generally be limited to ensuring that the contractor understands the nature of their liability, i.e., replacement at no cost of the nonconforming supplies. Occasionally, contractual modification will be required to extend the contract's delivery schedule.

2.3.4 NONRECEIPT OF DARTS ACCEPTANCE REPORTS

   If for some reason DFAS does not receive an Acceptance/ Rejection Notice by the suspense deadline, the system will automatically make two followups by PK5 or teletype. If there is no response to either of those followups, then 10 days later DFAS will make a manual followup by teletype. If there is no response to that, a second teletype will be

sent 20 days later to the Commander of the acceptance activity. If after that, still no response is received, DFAS may contact either the ACO or PCO for assistance. (The ACO will be informed by correspondence copy when DFAS has contacted the PCO.)

a. Usually, DFAS's request for Contracting Officer assistance is the first notice that the ACO has that DFAS is experiencing problems obtaining destination acceptance/rejection. However, upon receipt of such notice from whatever source, including the contractor, ACOs are to initiate their own followup actions.

b. The ACO is to first check to see if whether or not a hard copy acceptance document (i.e., DD Form 250) is already in-house at the CAO. If it is, forward a copy to DFAS. If it is not, contact the PCO and acceptance activity in an attempt to expedite action.

c. The ACO's followup contacts should be made over the telephone. Letters should be sent only when telephone contact has failed to achieve any results. During these communications, it should be stressed that the Prompt Payment Act, P.L. 97-177, makes the Government liable to the contractor for interest delayed, but only on properly payable invoices, and therefore time is of the essence.

2.3.5 CT5840 - SHIPMENT DATA

If a DARTS Followup has been sent, it is visible on Screen CT5840 - Shipment Data.

a. GENERAL - This inquiry screen will display all existing shipment data for the contract entered on CT5800. This includes the CLIN-ELIN, Shipment Number, Shipment Date, Quantity Shipped, Quantity Accepted, Purchase Unit, Mode of Shipment, Shipment Weight, etc. If the user depresses ENTER the system will continue to display the shipment data until all records have been displayed. If the user has selected line item data and/or schedule data, as well as shipment data, the system will display the line item data, all schedule data for the CLIN-ELIN, then all shipment data for the CLIN-ELIN in that order. If no shipment data is located for a CLIN-ELIN, a message will be displayed to indicate this. Control returns to the line item or schedule data inquiries and repeats the process when each CLIN-ELIN/schedule depending on the selections made by the user. When all records have been displayed or the user depresses PA2 control returns to CT5800. If the user depresses PF12 control will return to CT0001, Contract Maintenance Master Menu.

b. Screen Format - Figure 2.3.5-1 is a sample screen format of CT5840.

```
**************************************************************************
 CT5840                              SHIPMENT DATA


            PIIN:                    SPIIN:                    ORG:

      CLIN-ELIN:            SHPNO-XTND:                    ACTN-DT:
    PROC-IMP-DT:             ACPT-SITE:                  PCMT-QLTY:
       FOB-SITE:               SHPD-DT:                   MODESHIP:
         SHP-WT:              QTY-SHPD:                   QTY-ACPT:
      PRCH-UNIT:           QA-SIGND-DT:                SHP-DOC-REC:
         MK-FOR:            SHP-ADV-CD:                   PRFMD-ID:
     DISCREP-CD:              CHAIN-CD:                   RSUBM-DT:
    SPN-STAT-CD:                   GFM:                PKN-PKP-PKQ:
        FUP-IND:          DT-PK5-FUP:
               ERR-CDS:
    TRNSP-REFNO:                  FAS-VES-PNT:
           NSN:                  MDC-AND-SFX:



**************************************************************************
                     FIGURE 2.3.5-1

FIELD ELEMENT                   ELEMENT DESCRIPTION


SHP-ADV-CD                      SHIPMENT ADVICE CODE - A code representing
                               specific conditions about a shipment of
                               material from a contractor to the
                               Government.  For applicable codes see part
                               1, chapter 5, of this manual.


PRFMD-ID                       PERFORMED AT (SHIP TO) ACTIVITY - The
                               DoDAAD Code of the activity at which
                               services were performed.


DISCREP-CD                     DISCREPANCY CODE - Reflects a code that
                               explains the reason (or major reason) for
                               the difference between the quantity shipped
                               and accepted.  Codes and explanations are
                               in part 2, chapter 5 of this manual.


CHAIN-CD                       CHAIN CODE - A field which reflects the
                               status of the shipment record.  The codes
                               may be found in part 1, chapter 5 of this
                               manual.


RSUBM-DT                       RESUBMISSION DATE - Date last correction to
                               this shipment record was processed
                               (YYMMDD).


SPN-STAT-CD                    SHIPMENT PERFORMANCE NOTICE (SPN) STATUS
                               CODE - Reflects a code which indicates
                               that the SPN contains data elements which
                               do not match the corresponding elements
                               in the contract abstract.  Codes and
                               explanations are in part 1, chapter 5 of
                               this manual.
```

FIELD ELEMENT	ELEMENT DESCRIPTION
GFM	GOVERNMENT FURNISHED MATERIAL - This field contains a Y when the shipment contains Government furnished material/property and an N if it does not.
PKN-PKP-PKQ	PKN/PKP/PKQ RECEIVED DATE - This is the date (YYMMDD) of DARTS acceptance reports.
FUP-IND	FOLLOWUP INDICATOR - A one position number that identifies the number of followup notifications forwarded to an activity.
DT-PK5-FUP	PK5 FOLLOWUP DATE - The date the PK5 followup was issued (YYMMDD).
ERR-CDS	ERROR CODES - Up to six three position error codes may be shown. These are the errors which caused the shipment record to recycle. Record may be released with these errors. These error codes may be found in part 1, chapter 5 of this manual.
TRNSP-REFNO	TRANSPORTATION PRIORITY CODE - Represents a number assigned to a schedule/shipment which establishes precedence (order) of handling and the method of material movement within the Defense transportation system.

CHAPTER 4 PRIME CONTRACT CLOSEOUT PROCEDURES

TABLE OF CONTENTS

CHAPTER 4 PRIME CONTRACT CLOSEOUT PROCEDURES

2.4.1 CHAPTER OVERVIEW

   This section describing the process of effecting closeout actions,
includes the FAR prescribed standard time limits for closeout, and
discusses the mechanical reporting of certain closeout actions for prime
assignments. See part 1, chapter 4, Administrative Closeout
Requirements.

2.4.2 STANDARD TIME LIMITS FOR CLOSEOUTS

   a. Once the Line Item Schedule Summary Report (LISSR) has been
balanced (if applicable), the processing of a final acceptance document
automatically moves the contract to section 2, and generates an R2
Remark. See subparagraphs 2.1.5.1b for a description of R2. Contracts
without a LISSR must be moved manually to section 2. The R2 includes
the Final Acceptance Date (FAD), and an Overage Date calculated from the
end of the month in which the contract became physically complete. The
number of months allowed by the FAR for contract closeout, e.g., the
number of months allowed for closing actions before the contract becomes
overage, are summarized as follows:

CODE	EXPLANATION	MONTHS AFTER PHYSICAL COMPLETION
A	Fixed Price Unilateral Purchase Orders	3
B	Firm fixed price contracts	6
C	Contract required settlement of overhead rates.	36
D	All other contracts	20

2.4.3 CLOSING CONDITION GROUPS

   Contracts are mechanically assigned a closing condition group number
code based upon the face value and the extent of administrative
functions performed. The closing groups and the automatic issuance of
Contract Completion Notices (MILSCAP Format PK9) are as follows:

   a. Closing Condition Group 1 - FFP Unilateral Purchase Orders under
$25,000 in part B of the CAR. Final Contract Completion Notices (PK9s)
are automatically issued to the Purchasing Office upon physical
completion. When final payment is made, an R9 Remark FMFIN/SHIP/PAY
(indicating date of final payment) is generated to update the system and
the contract is automatically moved to section 5 of the CAR.

b. Closing Condition Group 2 - FFP contracts not exceeding $99,999
which are in part B, other than those described above. PK9s are issued
when final payment has been made. Contract is moved to section 5, the
R9 Remark is generated and any excess funds are deobligated
automatically. All FFP contracts will be closed out in six months.

   c. Closing Condition Group 3:

   (1) MILSCAP Format PK9 Notices will be issued on cost type contracts
R, S, T, U, V, or W based upon the ACO's signature on the final voucher.
Upon processing the final voucher, an R9 Remark is generated and
contract is moved to section 5. A deobligation transaction is
automatically generated to remove excess funds. An NLA will not be
issued for cost type contracts.

   (2) All other contracts in Part A: PK9s are issued based upon final
payment and ACO Certification (signed DD Form 1593 requesting closure,
signed Final Pay NLA, direct input of a Final Pay NLA) that all
administrative actions have been completed, and any excess funds have
been reviewed. Upon receipt of the ACO Certification, a PK9 is issued
to the Purchasing Office, an R9 Remark FMNLA PROCESSED (indicating date
of final payment) is generated to update the system, and the contract is
moved to section 5. Informational alerts are forwarded to the ACO prior
to final payment as advice of status of physically completed contracts
in order to help preclude an overage condition.

2.4.3.1 UNCLOSED CONTRACTS

   Status (PKX) will be transmitted to the Purchasing Offices (PO) for
each contract in Closing Condition Groups 2 and 3 above or for cost type
contracts that will not be closed within the established timeframes.
The information on this notice will come from the status information
that the ACO provides for overage contracts (see section 5 below).

2.4.4 REMOVING EXCESS FUNDS

   Prior to a contract moving to section 5 when there is a ULO balance,
the computer will automatically generate a Q Final transaction to reduce
the ULO to zero and will generate the CLR Obligation Auto-Adjustments
Resulting from CCN Action list. DFAS will review this list to determine
which contracts must be reopened and/or adjusted for financial
reconciliation, etc. DFAS will then automatically reopen or move these
contracts to section 4. If ACO assistance is required, DFAS will
contact the ACO directly.

2.4.5 UYCJ03 - NLA CLOSING ACTION NOTICES/REQUESTS

   Following is a listing of the type of NLA Notices that are issued:

TYPE OF NLA NOTICES ISSUED	TYPE OF NOTICE DESCRIPTION
WAIT PHY COMP	FINAL PAYMENT MADE CONTRACT IN SECTION 1
FINAL PAY	FINAL PAYMENT PROCESSED
PAYMENT ALERT	21 DAYS PRIOR TO OVERAGE DATE AND CONTRACT NOT YET FINAL PAID

TYPE OF NLA NOTICES ISSUED	TYPE OF NOTICE DESCRIPTION
21 DAY ALERT OVG	21 DAYS PRIOR TO OVERAGE DATE AND CONTRACT HAS BEEN FINAL PAID
OVERAGE FOR PAY (X IN OVERAGE POSITION)	CONTRACT HAS BECOME OVERAGE NOT FINAL PAID (NLA ISSUED EVERY 7 DAYS UNLESS FINAL PAID OR ECD ESTABLISHED)
CONTRACT OVERAGE (X IN OVERAGE POSITION)	CONTRACT HAS BECOME OVERAGE HAS BEEN FINAL PAID
21 DAY ALERT ECD (X IN OVERAGE POSITION)	21 DAYS PRIOR TO ECD (NLA ISSUED EVERY 7 DAYS UNLESS FINAL NLA PROCESSED OR ESTIMATED CLOSING DATE IS UPDATED BY ACO
CONT IN SEC 5	FINAL NLA SUBMITTED BY ACO ON CONTRACT IN SECTION 5
UNAUTHORIZED C/O (CLOSEOUT) 5	CONTRACT MOVED FROM SECTION 2 TO SECTION WITHOUT A FINAL PAY INDICATOR
CAN FPAY NLA	PAYMENT MADE SUBSEQUENT (OR IN ERROR) TO FINAL PAY (PRIOR NLA/PK9 CANCELED AND NEW NLA WILL BE ISSUED)
CONTRACT REACTIVATED	CONTRACT REOPENED WITHIN 35 DAYS AFTER CONTRACT CLOSED IN SECTION 5

   a.   WAIT PHY COMP

(1) Description - This alert notice informs DFAS and the ACO that the final payment has been processed, but the contract is still in CAR section 1.

   (2) DFAS Action - DFAS will review to determine why this condition exists. If adjustments to system data or a corrected DD Form 250 is needed, DFAS will take the appropriate action to correct the condition.

   (3) ACO Action - This Alert Notice is for information only. This is normally the ACO's first alert to a Norm Analysis problem.

   b.   FINAL PAY

   (1) Description - This alert notice will be generated when final payment and final acceptance has been processed. The Final Pay NLA will be used by the ACO to certify that all contract administration closing actions required by the functional elements (e.g., Property Adminis-tration, Plant Clearance, Industrial Security, etc.) including review of excess funds on the contract, are satisfactorily completed. A Final Payment Notice NLA will not be provided for those contracts under which payment is made by other than DFAS, no-cost contracts or cost-type contracts.

   (2) ACO ACTION

(a) Reporting of Contract Closing Action: When all contract administration closing actions have been completed, the ACO will follow the procedures contained in part 2, chapter 7 of this manual, and will annotate the Final Payment Notice NLA as follows:

<u>1</u>. Under column headed TRANS DATE, enter the Julian date that administrative closeout action was completed.

<u>2</u>. Under the column headed TRANS STATUS, cross out the D and enter an F indicating final report.

<u>3</u>. ACO's SIGNATURE

(b) For those contracts for which the Final Payment Notice NLA is lost, the DD Form 1593 will be substituted for the Final Pay NLA. In addition to including the information cited above, the following statement will be included: All Contract Closeout Actions Completed On _____. (If applicable) ULO IN THE AMOUNT OF _____ IS EXCESS. (Also, see DLAM 8000.3, Part 2, Chapter 4, Contracts Requiring Special Handling).

(c) As the result of the input of an F coded Final Pay NLA or DD Form 1593 the computer will:

<u>1</u>. Transmit to the PO a final Contract Completion Statement (PK9).

<u>2</u>. Transfer the contract to CAR section 5.

<u>3</u>. Create an R9 Remark FM NLA Processed with Processed Date.

<u>4</u>. Generate Obligation Adjustment Transaction Record which will reduce the unliquidated balance to zero.

c. PAYMENT ALERT

(1) Description - This Alert Notice informs DFAS and ACO 21 days before a physically completed contract goes overage and final payment has not been made.

(2) DFAS Action - The NLA will be used to determine the status of final invoicing. If an invoice has not been received, action should be taken to request the invoice from the contractor. If a modification or corrected DD Form 250 is needed, prepare the appropriate requests to obtain the missing documents. If final payment has been made but the final pay data was not recorded in CCN Suspense, DFAS will prepare an NLA G transaction to clear the suspense. The G transaction will cause a Final Pay NLA to be transmitted to the ACO.

(3) ACO Action - ACO will maintain Potential Overage suspense and coordinate with DFAS. Also, see comments in d(2) below.

d. 21 DAY ALERT OVG

(1) Description - Generated 21 days before a physically completed final paid contract goes overage based on the overage date in the R2 Remark.

(2) ACO Action - The ACO will review to determine the administrative actions required to effect closeout. If the contract cannot be closed prior to the overage date, the ACO will annotate the NLA with an Estimated Completion Date (ECD), and a reason for delay code and update the data base using the procedures contained in part 2, chapter 7, of this manual.

(a) If the contract closeout action has been completed, an F coded NLA should be processed to update the data base in accordance with instructions as given above.

(b) If contract closing actions have not been completed, annotate the NLA in accordance with DLAM 8105.1, 4.804-4(b) as follows:

<u>1</u>. Under column headed EST COM DATE, enter estimated Julian date by which contract administration closing action will be completed.

<u>2</u>. Under column headed DELAY REASON, enter reason for delay code provided in part 1, chapter 5, R2 Overage Reason Codes, of this manual. If more than one code is applicable, enter codes in order of significance. Up to three reason codes may be included.

<u>3</u>. No entry will be required under column headed TRAN STATUS since D (indicating Interim Report) is preprinted.

<u>4</u>. Write the word Overage and follow with the ACO's signature.

(c) Forward to CAO terminal only if input capability is not available to the ACO.

(d) As a result of the input of the ECD and Overage Reason Code, an Unclosed Contract Status PKX will be transmitted to the PO.

 e. OVERAGE FOR PAY (X UNDER O/A POSITION)

(1) Description - This NLA notice informs the CAO and DFAS that a contract is overage and final payment has not been made. Followups will be generated every seven days until the final payment has been made or an ECD and reason code is included in the data base.

(2) DFAS Action - The NLA will be used to determine the status of final invoicing. If an invoice has not been received, action should be taken to request the invoice from the contractor. If a modification or corrected DD Form 250 is needed, the appropriate requests must be prepared to obtain the missing documents. The NLA will be annotated with indication of missing documents, an estimated completion date (ECD) of 45 days from the current date, and the Delay Reason Code. This date will be input to MOCAS data base and update the R2 Remark. The input of the ECD will prevent the seven day followup alerts. If final payment has been made but the final pay data was not recorded in CCN Suspense, a NLA G transaction will be input to clear the suspense. The G trans- action will cause a Final Pay NLA to be transmitted to the ACO on Part A contracts and movement to section 5 on part B contracts.

As a result of the input of the ECD and Overage Reason Code an Unclosed Contract Status, PKX will be transmitted to the PCO.

(3) ACO Action

    (a) ACO will maintain a suspense for overage contract notice and
ensure that an ECD and reason code is included in the R2 Remark. The
ACO is responsible for Part A reporting.

    (b) ACO action is required in those cases where negotiations
regarding prices, and settlements of other factors prevent the cont-
ractor's submission of final invoices. The NLA should be annotated to
indicate the estimated closing date, the most significant reason the
contract cannot be closed, and the data base updated.

    (c) ACO when requested will assist DFAS to obtain necessary
documentation required for final payment action.

  f. CONTRACT OVERAGE (X IN OVERAGE POSITION)

    (1) Description - This NLA notice informs the CAO that a final paid
contract is overage (based upon the overage date in the R2 Remark).
Followups will be generated every seven days until an F coded NLA is
issued or an ECD is included in the R2 Remark.

NOTE: Contract Overage NLA closely parallels the OVERAGE FOR PAYMENT
NLA. The only difference is that this contract was paid final. An
additional contract overage NLA will be issued when the contract reaches
the ECD and if no final NLA has been processed or the ECD has not been
updated. Followups will be generated every seven days as explained
above.

    (2) ACO Action

    (a) The ACO will review the contract to determine the
administrative actions required to effect closeout. If the contract
closeout action has been completed, an F coded NLA should be processed.
If the contract cannot be closed, the ACO will annotate the NLA with an
Estimated Completion Date (ECD) and a reason for delay code part 1,
chapter 5, R2 Overage Reason Code, and update the data base (see part 2,
chapter 7 of this manual).

    (b) As a result of the input of the ECD and Overage Reason Code an
Unclosed Contract Status PKX will be transmitted to the PO.

  g. 21 DAY ALERT ECD (X IN OVERAGE POSITION)

    (1) Description - This alert notice informs the ACO 21 days before
an overage contract reaches the Estimated Completion Date (ECD) in the
R2 Remark. Followups will be generated every seven days until an F coded
NLA is issued or the ECD is revised.

    (2) ACO Action

    (a) If the contract action has been completed, an F coded NLA
should be processed.

    (b) If the contract is not ready for closure, the ACO will
annotate the NLA notice with a revised target date for completion of the
administrative closing actions and the reason for further delay, and
update the data base (See subpargraph f(2)(a), above).

(c) The computer updates the CCN suspense on the basis of input made by the ACO (R2 Remark), either as to completion of all administrative actions (Code F) or a revised ECD and reason for delay. The processing of the F coded NLA causes automatic Completion Statement (PK9) to be transmitted to the PO. The update of the ECD and reason code will cause the automatic generation of an Unclosed Contract Status generation of a Contract (PKX) report to be transmitted to the PCO advising the reason for delay in closing. The update of the ECD will also prevent the generation of the seven day followup alerts until the ECD is reached. (It does not, however, relieve the overage condition.) The CCN suspense will be retained for 35 days after the contract Section 5 closed date, and will be automatically purged after the 35 days have been reached.

h. CONT IN SEC 5 (CONTRACT IN CAR SECTION 5)

    (1) Description

        (a) This NLA Notice informs the ACO and DFAS that a final NLA was processed for a contract already in section 5.

        (b) ACO Action - Determine if the second NLA was issued in error. If so, disregard. If the NLA originally processed contained an incorrect contract number, process a new final NLA.

    (2) DFAS Action - None unless requested by ACO.

i. UNAUTHORIZED C/O (CLOSEOUT)

    (1) Description - This alert informs the ACO and DFAS that a contract was moved from section 2 to section 5 without a final pay indicator, preventing automatic issuance of a PK9 transmission to the PO.

    (2) ACO Action - Upon receipt of the action code Unauthorized C/O, the ACO shall coordinate with DFAS to reopen the contract in the proper section or follow correct closeout procedures to generate a PK9 if the contract is to be closed.

j. CAN FPAY NLA

    (1) Description - This NLA notice informs the ACO and DFAS that Final Pay NLA previously processed has been canceled as a result of:

        (a) Processing a subsequent payment after final payment was recorded. This is an automatically generated notice.

        (b) Upon determination that a final payment previously processed was processed in error. This is a manually generated notice.

        (c) Upon determination by the ACO that additional work is pending.

    (2) Action Required - Automatic - System generated cancellation-section 1.

        (a) ACO - Based on paragraph above, the ACO will forward applicable documentation to DFAS.

(b) DFAS - This message, in effect, cancels the Final Pay NLA previously issued. A cancellation PK9 is automatically generated to the PO, and a new Final Pay NLA will be generated upon processing of a new final payment.

    (3) Manually Generated Cancellation

    (a) ACO - After transmission of the Final PK9, if the ACO determines that the Final Pay NLA was processed in error, annotate the carbon copy of the NLA with the correct status, (e.g., payment adjustment, administrative action pending) and the statement Request Cancellation of Final PK9 followed by the ACO's signature, and forward that to DFAS.

    (b) DFAS - Upon receipt of the annotated NLA for payment adjustment only, a cancellation PK9 will be manually prepared and the contract reopened in section 4. After payment adjustment has been accomplished, the contract will be moved to section 5 and a PK9 transmitted to the PCO. If administrative actions were not complete, the contract will be reopened in Section 1, and the contract moved to section 2 after it appears in section 1. A manual PK9 will be prepared only if the contract is reopened after the CCN suspense record has been deleted. Prepare an NLA transmission with a G in pos. 80 to generate a new Final Pay to the ACO.

  k. CONTRACT REACTIVATED

    (1) Description - This notice informs the CAO and DFAS that a contract has been reactivated. The CONTRACT REACTIVATED message will be generated only if the contract is reactivated within 35 days after the section 5 closed date. This may be generated as a result of the ACO request to cancel previous Final Pay NLA.

    (2) ACO Action - If an ACO requested cancellation of a Final Pay NLA, this provides notice that action was accomplished.

    (3) DFAS Action - Reactivation after the 35 days will require manual preparation of cancellation PK9s for transmission to the PO. The manual PK9s are required because the CCN suspense record is automatically purged 35 days after the Section 5 closed date.

2.4.6 FILING OF NLAs

  All NLAs issued should be filed in the official contract file.

2.4.7 CONTRACTS REQUIRING SPECIAL HANDLING

  There are certain types of contracts that are closed where a Final Pay NLA will not be issued. These contracts require special handling before closing action can take place.

2.4.7.1 CONTRACTS REQUIRING PK9s

  a. Those requiring a PK9 to the Purchasing Office:

    (1) Contracts/Agreements which provide for issuance of orders/calls,

    (2) Facilities Contracts, Rental, Use and Storage Agreements,

    (3) Contracts with Prime Administration less payment.

b. The ACO will submit a DD Form 1593 to DFAS indicating ALL ADMINISTRATIVE ACTIONS ARE COMPLETE and request MOVE TO SECTION 5. DFAS will input the required NLA transactions which will allow the contract to move to section 5 and generate a PK9. (Also, see DLAM 8000.3, Part 2, Chapter 4, NLA Closing Action Notices/Requests).

2.4.7.2 CONTRACTS NOT REQUIRING PK9s

a. Contracts not requiring a PK9 to the Purchasing Office are the only ones which can be moved to section 5 online.

   (1) Support Assigned Prime Contracts/Subcontracts (Assignment Code S or T).

   (2) NASA (Assignment Code S).

   (3) DOE (Assignment Code S or P).

   (4) Payment Only (Assignment Code G).

b. The ACO will move the contract from section 1 to section 5, See Part 1, Chapter 4, and provide appropriate notification to the PO as authorized in DLAM 8105.1, 4.804-7, Contracts/Subcontracts Received for Supporting Administration. Contract Management will move Support (S or T) contracts from section 1 to 5; DFAS will accomplish other moves.

2.4.8 UPDATING CLOSEOUT INFORMATION FOR CONTRACTS IN SECTION 3

a. When a contract is moved to section 3, the R2 indicator drops the information that had resided in the R2 transfers to the R6 and resides there while the contract is in section 3. Accordingly, an NLA alert for the ACO will be generated 21 days before the effective overage date, or ECD, as it appears in the R6.

b. If the contract has not been closed by the overage date, the ACO will annotate the NLA alert with an estimated completion date, and a reason for delay code. The ACO will enter a remark CONTRACT IS IN SECTION 3, UPDATE R2, RETURN TO SECTION 3 on the NLA and forward the annotated NLA to DFAS for input. The person processing the transaction will move the contract back to section 2 and Summary Edit, the R6 will drop and the information will transfer back into the R2. Now the R2 can be updated with a new ECD and Overage Reason Code. This transaction must then be Summary Edited (to generate a PKX transaction to the PO). Then the contract must be returned to section 3 and the proper R3 data processed. At Summary Edit the R2 will again drop and transfer the data to the R6.

2.4.9 CONTRACTS TRANSFERRED OUT

After all appropriate actions have been completed to transfer out contracts, DFAS will prepare and input an NLA transaction to automatically move the contract to section 5, and automatically deobligate the funds.

2.4.10 UNCOLLECTABLE ACCOUNTS RECEIVABLE

Once determined by DFAS that Accounts Receivable is uncollectable, DFAS will process an NLA transaction to move the contract out of the system, and will advise the Purchasing Office of the transfer.

2.4.11 CANCELED FUNDS

   a. Under current law, O&M Appropriations cancel after six years, R&D
after seven years, and Procurement Appropriations after eight years. To
identify and stop disbursements against canceled appropriations, two
programs were developed that will update the CLR with a one position
canceled funds indicator. The first program that uses Table TB8999 is
designed to report on and update appropriations that will cancel
September 30th of the current fiscal year. The second program, as well
as the daily CLR validation process, uses Table TB9997 to update the
CLRV for those appropriations that were canceled prior to this fiscal
year.

   b. The two tables both have service code, fund code, or service code,
fund code, and program year as their keys. TB8999 contains for each
service those fund codes or fund codes and program years that will be
canceled on this September 30th. TB9997 contains prior years fund codes
and program years and must be updated on October 1st with the TB8999
entries from the prior fiscal year. Also, you must insure that new fund
codes for the current fiscal year are not included on TB9997 (i.e., 177
for 1987 if this is Fiscal Year 1997) because the daily CLR validation
process would erroneously code the new appropriations as being canceled.
All Table entries and corrections are made by DMC Columbus under
direction of DFAS.

   c. THE UNFA690D (CAO) and UNFA690E (District Summary) Report are
tools used by DCMC to work issues which are preventing the disbursement
of funds which will cancel at the end of the fiscal year. The report is
run monthly to display what will cancel and again on 30 September to
reflect what monies have actually canceled for the fiscal year.

   d. When appropriations cancel, a canceled fund indicator is placed on
the affected ACRNs and the sum of the amounts of canceled funds under a
contract is displayed on the Provisions Screen CT 5803. An R9 Remark 34
is system generated and cannot be manually removed whenever there is
canceled funds on a contract. An informational message is displayed on
all UYCJ03, NLAs involving canceled funds. The UYCM03 and UYCM04
Overage Contracts Part A & B Reports contain totals of overage contracts
with canceled funds. The UNMD040 series of abstracts will reflect the
Contract Level Canceled Funds ULO.

CHAPTER 5 CONTRACT AUDIT FOLLOW-UP

CHAPTER TABLE OF CONTENTS

CHAPTER 5 CONTRACT AUDIT FOLLOW-UP

2.5.1 CHAPTER OVERVIEW

   a. This systems application automates the tracking and reporting of
contract audit reports that is required by DoD Directive 7640.2 and DLAM
8105.1, Section 90.01. It is to be used for the tracking of all
contract audit reports (except those done in connection with forward
pricing actions, which may be tracked by records maintained in the
contract file or elsewhere).

   b. The application features a standardized format for tracking audit
reports that allows for easy updating of status information on the
resolution and disposition of those reports. Additionally, from the
tracking information entered, the application will automatically sort
the Reportable from the Nonreportable audits, and generate the
semiannual reports (RCS DD-IG (SA)1580) required by DoDD 7640.2. The
application also provides for an extensive inquiry capability, and
automatically provides alerts to the ACO when an audit report is about
to become overage for resolution, or when the target date for
disposition is being approached (to prompt the ACO to adjust that date,
if necessary).

   c. This chapter is complete within itself, e.g., it includes all
necessary information for Sign-On procedures, screen formats, and
explanation of output product fields (Sample of outputs will be found in
chapter 6, this part) from the Contract Audit Followup System, without
reference to any other chapter or part within this manual. This was
done because the Contract Audit Followup System is a stand alone
application, e.g., it does not interact with the MOCAS data base.
Additionally, in some offices the Financial Services element, rather
than Contract Administration, will be working with this system.

2.5.2 GETTING STARTED

2.5.2.1 SIGN-ON PROCEDURES

   a. GENERAL - The Sign-On procedures provided below are for Four-
Phase terminals. The procedures outlined, beginning with Figure 2.5.2-
3, may be used for all other types of terminals.

   b. PROCEDURES FOR USE

    (1) Figure 2.5.2-1 or similar will be displayed on the users
terminal. The user will depress V for VISION.
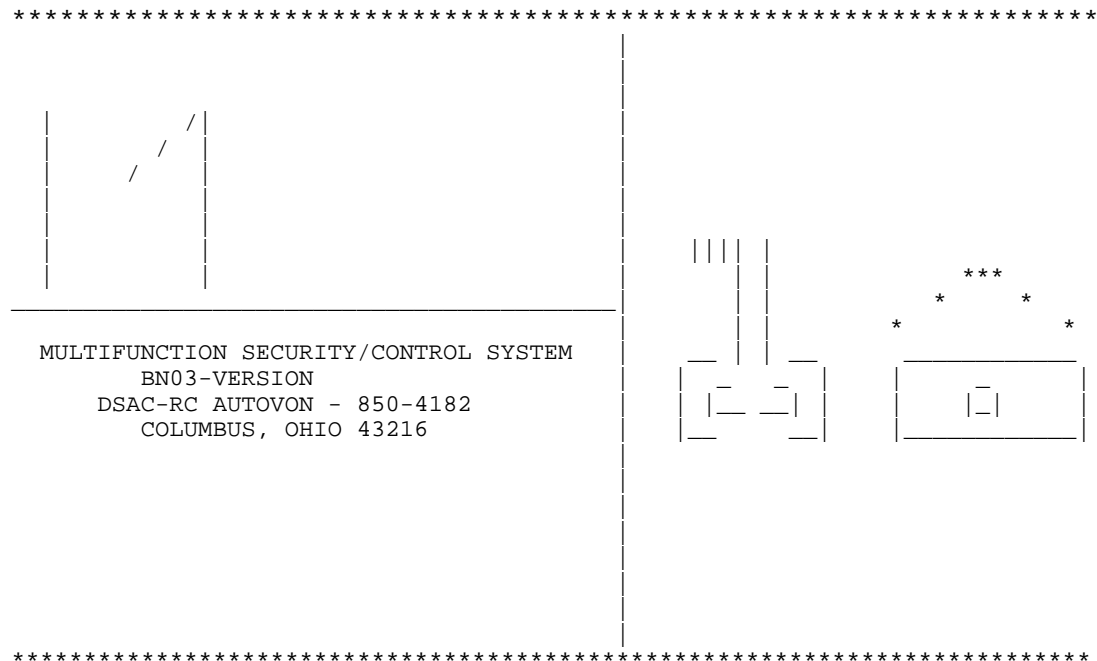
```
*********************************************************************
                                                  |
                                                  |
                                                  |
     |        /|                                  |
     |      /  |                                  |
     |    /    |                                  |
     |         |                                  |
     |         |                                  |        |||| |
     |         |                                  |            | |              ***
     |         |                                  |            | |           *       *
 _____|            | |         *           *
                                                  |      __  |  |  __       _____
    MULTIFUNCTION SECURITY/CONTROL SYSTEM         |     |  _    _  |      |      _       |
          BN03-VERSION                            |     |  |__  __| |      |     |_|      |
       DSAC-RC AUTOVON - 850-4182                 |     |__      __|      |_____|
         COLUMBUS, OHIO 43216                     |
                                                  |
                                                  |
                                                  |
                                                  |
                                                  |
                                                  |
**********************************************************************************
                          FIGURE 2.5.2-1a
```

    (2) On the next screen (Figure 2.5.2-2), the user will enter a
locally assigned three digit code where the question marks appear at the
bottom of the screen. The cursor will move to a one position field or
this screen where the user will enter a 3.

```
 ********************************************************************




   VISION IS READY,  ENTER YOUR ID
    001.G,           ,P1,    ,              ???
 ********************************************************************
                         FIGURE 2.5.2-1b
```

    (3) The screen will then appear as a blank with the cursor at the upper LEFT corner. The user will enter an eight position Sign-On Code, i.e., /DCRATI0, and depress REL (or ENTER). The message SIGNED ON TO DCRATI0 will appear at the bottom of the screen (see Figure 2.5.2-3). The user will depress the REL (or ENTER) key again.

```
 ********************************************************************










   NETWORK (CRA) SIGNED ON TO      DCRATI0
 ********************************************************************
                      FIGURE 2.5.2-1c
```

(4) The ENTIRE screen (Figure 2.5.2-4) or similar, will then be displayed. The user will make the following entries:

        USER ID: Enter locally assigned ID (RGS Code) then
                                tab to the next field.

                                NOTE: To tab on Four-Phase terminals hold
                                the SHIFT key and the field key.

        FACILITY PASSWORD: Enter locally assigned facility password
                                then tab to the next field.

        USER PASSWORD: Enter locally assigned user password then
                                tab to the next field.

        APPLICATION ID: Enter MANT then depress REL (or ENTER).

```
*********************************************************************

            *  **                    *  **
         *         *              *         *
        *          *              *         *
       *           *          * M   M   OOO    CCCC   AAA    SSSS
      *            *            *   MM MM  O   O  C        A   A  S
     *             *            *   M M M  O   O  C        AAAAA  SSS
    *              *         *       M   M  O   O  C        A   A      S
   * * * * * * * *    *             M   M  OOO    CCCC  A   A  SSSS
   * * * * * * * *    * * * * * * * *    * * * * * * * *
   *               *  *                 *   *********************
     *             *  *            *       *                     *
      *            *  *              *      * D O   N O T  SIGNOFF *
       *           *  *          *          *  FROM THIS SCREEN!! *
        *          *  *        *            *  PRESS PA2 TO EXIT. *
          *        *  *      *              *                     *
           * * *   * * *              *********************
            ENTER USER ID:              AND FACILITY PASSWORD:
            USER PASSWORD:              APPLICATION ID:


*********************************************************************
```
                           FIGURE 2.5.2-1d

   (5) The MANTIS screen will be displayed to allow the user to enter a USER and PASSWORD (Figure 2.5.2-5). For this application enter the following:

        USER: YAF1 then tab to next field
        PASSWORD: (Locally Assigned) then depress REL (or ENTER)

```
 *********************************************************************


                         M   A   N   T   I   S

                      /////                    //////
                     /////////                /////////
                    ////////////              //////////
                   //////////////            ////////////
                  ////////////////          /////////////
                 ////////////////////      ////////////////
                ////////////////////      ////////////////

                ///////////////////      /////////////////
                 ////////////////        ////////////////
                  ///////////////         /////////////
                   ////////////           ////////////
                    /////////             /////////
                     //////               //////


            USER     :                    :
            PASSWORD:                      :

 *********************************************************************
                          FIGURE 2.5.2-1e

      (6) The Contract Audit Followup Master Menu will be displayed
   (Figure 2.5.2-6).  The user may then select the function to be
   performed.  See section 3.

 *********************************************************************
        AF0001              CONTRACT AUDIT FOLLOW-UP MENU

                   COMPUTER BASED USER DOCUMENTATION...........A
                   ESTABLISH NEW CONTRACT AUDIT REPORT.........B
                 * CHANGE EXISTING CONTRACT AUDIT REPORT.......C
                 * DELETE EXISTING CONTRACT AUDIT REPORT......D
                 * COMPLETE EXISTING CONTRACT AUDIT REPORT.....E
                   INDIVIDUAL CONTRACT AUDIT REPORTS INQUIRY...F
                   SCAN ALL CONTRACT AUDIT REPORTS INQUIRY.....G
                   BUILD REGION STATUS SUMMARY RECORDS........H
                   REGION STATUS SUMMARY INQUIRY...............I
                   SUMMARY BY TYPE OF REPORTABLE AUDIT.........J
                   OPEN CONTRACT AUDIT REPORTS INQUIRY.........K
                   CLOSED CONTRACT AUDIT REPORTS INQUIRY.......L
                   TERMINATE THIS FACILITY..................PA2


              *   MUST ENTER AUD-RPT-NO FOR THESE FUNCTIONS


                            FUNCTION:


                    AUD-RPT-NO:

 *********************************************************************
                          FIGURE 2.5.2-1f
```

2.5.2.2 SIGNOFF PROCEDURES

   a. GENERAL - The Signoff procedures provided below are for Four-Phase
terminals. These procedures outlined through Figure 2.5.2-10 may also
be used for all other types of terminals.

   b. PROCEDURES FOR USE

      (1) From the Contract Audit Followup Master Menu the user will
depress PA2 to return to the TIS Facility Menu (see Figure 2.5.2-7).
When PA2 is depressed the screen will go blank for several seconds
before the TIS FACILITY Menu is displayed. The user should not try to
proceed until this menu is displayed.

****

          FACILITY MENU: MOCAS SEGMENT 1/X
                 FOR USER: YOUR NAME
     LUID: 1F6BC5C1   STATION: 00094
                 APPLICATION   PASSWORD   APPLICATION DESCRIPTION
                 PF-KEY   ID   REQUIRED

                   01   MANT   N   MANTIS
                   02   Q   N   QUERY

          ENTER SELECTION NUMBER: OR APPLICATION ID:
          IF REQUIRED, PASSWORD:

****
                     FIGURE 2.5.2-2a

      (2) From the TIS Facility Menu, depress PA2. The ENTIRE screen will
be displayed on the user's terminal (see Figure 2.5.2-8). The user will
again depress PA2 as instructed on this screen.

```
********************************************************************


                * **                      * **
              *     *                    *     *
           *        *                 *        *
        *           *              * M   M  OOO   CCCC   AAA    SSSS
      *             *           *    MM MM O   O C          A  A S
     *              *           *    M M M O   O C        AAAAA  SSS
   *                *        *       M   M O   O C        A   A     S
  *                 *        *       M   M  OOO   CCCC  A   A   SSSS
  * * * * * * * * *     * * * * * * * * *
  * * * * * * * * *     * * * * * * * * *   *******************
  *                 *   *                 *  *                 *
   *                *   *                  * *D O   N O T SIGNOFF *
     *              *   *                *    *FROM THIS SCREEN!! *
       *            *   *              *      * PRESS PA2 TO EXIT.*
        *           *   *            *        *                 *
          *         *   *          *          *******************
             * * *     * * *
             ENTER USER ID:              AND FACILITY PASSWORD:
             USER PASSWORD:              APPLICATION ID:


********************************************************************
                          FIGURE 2.5.2-2b
```

    (3) The ENTIRE Screen (Figure 2.5.2-9) will be displayed on the
user's terminal. The user will enter /Signoff at the blinking cursor
(upper left hand corner) of the screen and depress REL (or ENTER). For
terminals other than Four-Phase, this will complete the Signoff
procedures.

```
********************************************************************

   /signoff
                * **                      * **
              *     *                    *     *
           *        *                 *        *
        *           *              * M   M  OOO   CCCC   AAA    SSSS
      *             *           *    MM MM O   O C          A  A SR
     *              *           *    M M M O   O C        AAAAA  SSS
   *                *        *       M   M O   O C        A   A     S
  *                 *        *       M   M  OOO   CCCC  A   A   SSSS
  * * * * * * * * *     * * * * * * * * *
  * * * * * * * * *     * * * * * * * * *
  *                 *   *                 *
   *                *   *                  *
     *              *   *                *
       *            *   *              *
        *           *   *            *
          *         *   *          *
             * * *     * * *
             ENTER "/SIGNOFF" TO EXIT TIS.
             PRESS ENTER TO RECEIVE SIGN-ON SCREEN.


********************************************************************
                          FIGURE 2.5.2-2c
```

(4) Figure 2.5.2-10 will be displayed on the user's terminal with
the message LOGOFF RECEIVED FROM TERMINAL at the bottom. The user will
depress the MODE key then X and S.

****

     NETWORK: (CEA) LOGOFF RECEIVED FROM TERMINAL

****
                         FIGURE 2.5.2-2d

     (5) Figure 2.5.2-11 will then be displayed. The user will depress
the CTRL key and the LEFT-ZERO key at the same time.

****

     VISION IS READY, ENTER YOUR ID
     001*G,   ,P1,   ,   ???

****
                         FIGURE 2.5.2-2e

(6) Figure 2.5.2-12 or similar will appear completing the Signoff
procedures.

****
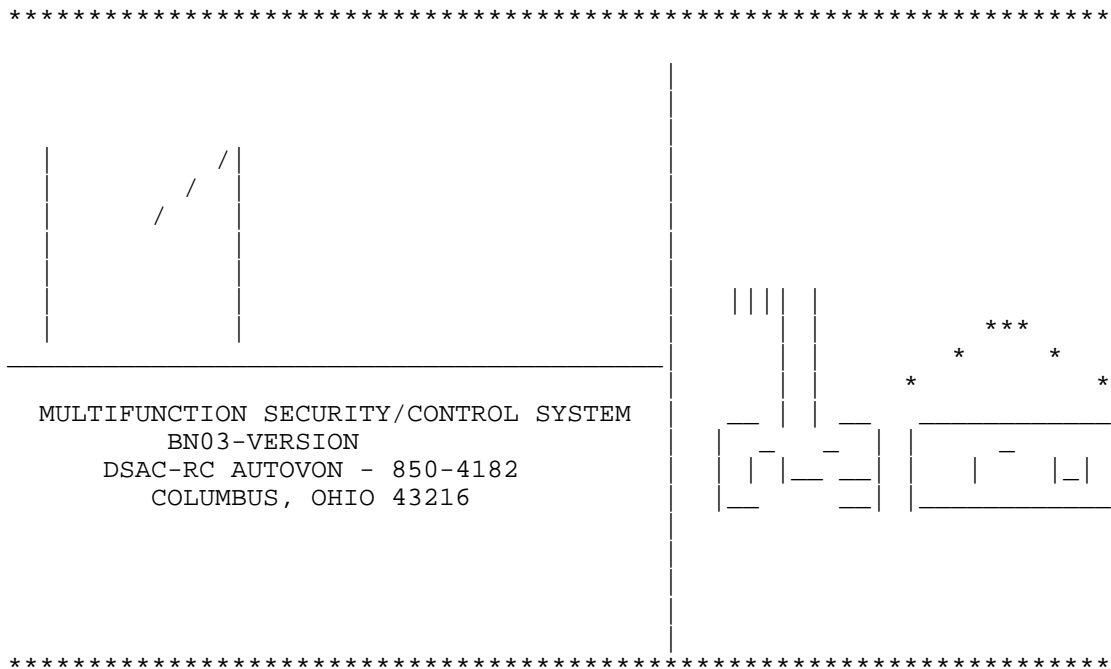
```
                                              |
                                              |
      |        /|                             |
      |      / / |                            |
      |     /    |                            |
      |          |                            |
      |          |                            |     ||||  |
      |          |                            |        |  |            ***
      _____|        |  |         *       *
                                              |        |  |       *           *
   MULTIFUNCTION SECURITY/CONTROL SYSTEM     |    __  |  |  __    _____
          BN03-VERSION                        |   |  |    _   |  |      _      |
     DSAC-RC AUTOVON - 850-4182               |   |  |__ __|  |   |    |_|    |
        COLUMBUS, OHIO 43216                  |   |__      __|  |_____|
                                              |
                                              |
                                              |
                                              |
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*
```
                          Figure 2.5.2-2f

2.5.2.3 UTILIZATION OF COMPUTER BASED USER DOCUMENTATION

   a. GENERAL - Computer Based User Documentation (CBUD) provides
assistance/information to the user regarding the purpose of the function
being utilized, input instructions for data elements entered by the
user, the meaning of data elements displayed on inquiries, or error
messages displayed if necessary.

   b. PROCEDURES FOR USE

   (1) The user can obtain this information/assistance on a menu screen
(i.e., Contract Audit Followup Menu) by selecting Function A, Computer
Based User Documentation (see Figure 2.5.2-13).

```
****************************************************************************
     AF0001              CONTRACT AUDIT FOLLOW-UP MENU

                  COMPUTER BASED USER DOCUMENTATION...........A
                  ESTABLISH NEW CONTRACT AUDIT REPORT.........B
                * CHANGE EXISTING CONTRACT AUDIT REPORT.......C
                * DELETE EXISTING CONTRACT AUDIT REPORT.......D
                * COMPLETE EXISTING CONTRACT AUDIT REPORT.....E
                  INDIVIDUAL CONTRACT AUDIT REPORTS INQUIRY...F
                  SCAN ALL CONTRACT AUDIT REPORT INQUIRY......G
                  BUILD REGION STATUS SUMMARY RECORDS.........H
                  REGION STATUS SUMMARY INQUIRY...............I
                  SUMMARY BY TYPE OF REPORTABLE AUDIT.........J
                  OPEN CONTRACT AUDIT REPORTS INQUIRY.........K
                  CLOSED CONTRACT AUDIT REPORTS INQUIRY.......L
                  TERMINATE THIS FACILITY..................PA2

            *  MUST ENTER AUD-RPT-NO FOR THESE FUNCTIONS

                          FUNCTION:   A

                          AUD-RPT-NO
****************************************************************************
                        FIGURE 2.5.2-3a
```

The system will display a general explanation of the screen and the
various functions. (See Figure 2.5.2-14).

```
****************************************************************************

            CONTRACT AUDIT FOLLOW-UP MASTER MENU

  THIS MENU SCREEN ALLOWS THE USER TO PERFORM ONE OF SEVERAL FUNCTIONS.

  ESTABLISH NEW CONTRACT AUDIT REPORTS:  ALLOWS THE USER TO ENTER DATA
  FOR A CONTRACT AUDIT REPORT PREVIOUSLY NOT ESTABLISHED IN THE DATA
  BASE.

  CHANGE EXISTING CONTRACT AUDIT REPORTS:  WILL ALLOW THE USER TO
  CORRECT

  DATA ON AUDIT REPORTS PREVIOUSLY ENTERED.

  DELETE EXISTING CONTRACT AUDIT REPORTS:  WILL ALLOW THE USER TO DELETE
  ALL DATA FOR AN AUDIT REPORT ESTABLISHED ERRONEOUSLY.

  COMPLETE EXISTING AUDIT REPORTS:  WILL ALLOW THE USER TO ENTER A FINAL
  DISPOSITION DATE AND COST SUSTAINED AMOUNT FOR AUDIT REPORTS ON THE
  DATA BASE.

  INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY:  WILL DISPLAY TO THE USER
  THE DATA PREVIOUSLY ENTERED FOR A SPECIFIC AUDIT REPORT.

  SCAN ALL CONTRACT AUDIT REPORTS INQUIRY:  WILL DISPLAY THE DATA FOR
  ALL PRESS ENTER TO CONTINUE OR PA2 TO RETURN TO SCREEN.
****************************************************************************
                        FIGURE 2.5.2-3b
```

(2) When utilizing an input screen (i.e., Change an Existing Audit
Report) or an inquiry screen (i.e., Scan All Contract Audit Reports),
the user may request this information by depressing the PF5 key. The
cursor will be positioned on the CBUD field. The user will then enter
the data element name as it appears on the screen (and then depress
ENTER) for an explanation of that specific data element or the screen
number (located in the upper left-hand corner of the screen) for a
general explanation of the function being performed. (See Figure 2.5.2-
15).

```
**********************************************************************
  AF2000          CHANGE EXISTING CONTRACT AUDIT REPORT
  CBUD:  AUD-RPT-NO


     -------------------------GENERAL TRACKING DATA---------------------
     AUD-RPT-NO:  1641-8S442005
     SUP-AUD-NO:
      CNTRR-NM:  PEABODY BARNES, INC.
     ORG:  JB                     CROSS-F:
    DT-AUD-RPT:  88 07 13          DT-RPT-RCVD:  88 08 30
       ACO-TCO:  B6               RES-TRGT-DT:  89 02 28
        TP-AUD:  E                DIS-TRGT-DT:  90 03 31
     DT-RSLVD:  88 09 08
       AMT-AUD:  0               CST-QUES-AVD:  0
   DT-PRENEG-RVW:
 DT-DEF-ACT-RQST:
    --------------------REPORTABLE AUDIT DATA----------------------

    CST-SUS-AVD:  0                        PND-LIT:
        REMARKS:
```

```
**********************************************************************
                    FIGURE 2.5.2-3c
```

The system will display the information requested on the user's
terminal. (See Figure 2.5.2-16)

```
**********************************************************************
          COMPUTER BASED USER DOCUMENTATION - AUD-RPT-NO
  AUDIT REPORT NUMBER (AUD-RPT-NO):

  ENTER THE UNIQUE IDENTIFYING NUMBER ASSIGNED TO THE AUDIT REPORT BY
  AA.
  UP TO 25 POSITIONS OF DATA MAY BE ENTERED.

  PRESS ENTER TO CONTINUE.
```

```
**********************************************************************
                    FIGURE 2.5.2-3d
```

The user will then depress ENTER or PA2 to return to the screen being used. The cursor will be placed on the data element field for which information was requested whenever an entry is allowed in the field. For inquiries where fields may not be changed, the cursor will be placed on the first data field allowing entries. Information on other data elements may then be requested by repeating this procedure or the user may continue with the data entry/inquiry being performed.

    (3) When an error message is displayed to the user indicating an incorrect entry has been made, further information can be requested for those messages that are not self-explanatory. These are indicated by an asterisk in the first position of the message (see Figure 2.5.2-17).

```
************************************************************************
  AF2000          CHANGE EXISTING CONTRACT AUDIT REPORT
  CBUD:

  ---------------------GENERAL TRACKING DATA-------------------------
    AUD-RPT-NO:  1641-8S442005
    SUP-AUD-NO:
     CNTRR-NM:  PEABODY BARNES, INC.
          ORG:  JB                CROSS-REF:
   DT-AUD-RPT:  88 07 13          DT-RPT-RCVD:  88 08 30
      ACO-TCO:  B6                RES-TRGT-DT:  89 02 28
       TP-AUD:  X                 DIS-TRGT-DT:  90 03 31
    DT-RSLVD:  88 09 08
   DT-PRENEG-RVW:                 CST-QUES-AVD:  0
 DT-DEF-ACT-RQST:

  ------------------REPORTABLE AUDIT DATA--------------------------

  CST-SUS/AVD:  0                        PND-LIT:
      REMARKS:


               *TP-AUD CODE DOES NOT MATCH LIST OF VALID CODES


************************************************************************
                         FIGURE 2.5.2-3e
```

To obtain this information, the user depresses PF1 key. The system will display the information requested on the user's terminal (see Figures 2.5.2-18 and 2.5.2-19).

```
**********************************************************************
                    ERROR PROMPTER--TP AUD (F13)

  TYPE OF AUDIT (TP-AUD):

  AN INVALID ENTRY HAS BEEN MADE IN THE TP-AUD FIELD.  VALID ENTRIES
  CONSIST OF A SINGLE ALPHA CODE DESIGNATING THE TYPES OF AUDIT
  PERFORMED BY DCAA THAT WILL BE TRACKED AND (WHEN APPLICABLE) REPORTED
  BY THIS SYSTEM.  THESE CODES ARE LISTED ON THE SECOND PAGE OF THIS
  PROMPTER.

  PRESS ENTER TO CONTINUE OR PA2 TO RETURN TO SCREEN.




            **** MORE TO COME, PRESS ENTER TO CONTINUE ****


**********************************************************************
                         FIGURE 2.5.2-3f

**********************************************************************
                    ERROR PROMPTER--TP AUD (F13)

  TYPE OF AUDIT (TP-AUD):

 -CODE-          ------------EXPLANATION----------------------------
   A              ESTIMATING SYSTEM SURVEY
   B              ACCOUNTING SYSTEM SURVEY
   C              INTERNAL CONTROL REVIEW
   D              DEFECTIVE PRICING REVIEW
   E              COST ACCOUNTING STANDARDS NONCOMPLIANCE
   F              OPERATIONS AUDIT
   G              INCURRED COSTS
   H              SETTLEMENT OF INDIRECT COST RATES
   I              FINAL PRICING SUBMISSIONS
   J              TERMINATION SETTLEMENT PROPOSALS
   K              EQUITABLE ADJUSTMENT CLAIMS
   L              HARDSHIP CLAIMS
   M              ESCALATION CLAIMS
   O              OTHER
  PRESS ENTER TO CONTINUE.


**********************************************************************
                         FIGURE 2.5.2-3g
```

The user will then depress ENTER or PA2 to return to the screen. The
cursor will be placed on the field where the error occurred allowing the
user to make the necessary correction. Note: If the screen goes blank
with an error message at the bottom, depress ENTER or PA2 to return to
the Master Menu.

2.5.3 INPUT PROCEDURES

2.5.3.1 AF0001 - CONTRACT AUDIT FOLLOW-UP MENU

   a. GENERAL - This menu screen allows the user to select one of
several functions to be performed.

   b. SCREEN FORMAT - Figure 2.5.3-1 is a sample screen format for
AF0001.

```
**********************************************************************
    AF0001                  CONTRACT AUDIT FOLLOW-UP MENU


                COMPUTER BASED USER DOCUMENTATION.............A
                ESTABLISH NEW CONTRACT AUDIT REPORT...........B
            *   CHANGE EXISTING CONTRACT AUDIT REPORT.........C
            *   DELETE EXISTING CONTRACT AUDIT REPORT.........D
            *   COMPLETE EXISTING CONTRACT AUDIT REPORT.......E
                INDIVIDUAL CONTRACT AUDIT REPORTS INQUIRY.....F
                SCAN ALL CONTRACT AUDIT REPORTS INQUIRY.......G
                BUILD REGION STATUS SUMMARY RECORDS...........H
                REGION STATUS SUMMARY INQUIRY.................I
                SUMMARY BY TYPE OF REPORTABLE AUDIT...........J
                OPEN CONTRACT AUDIT REPORTS INQUIRY...........K
                CLOSED CONTRACT AUDIT REPORTS INQUIRY.........L
                TERMINATE THIS FACILITY....................PA2


            *   MUST ENTER AUD-RPT-NO FOR THESE FUNCTIONS


                        FUNCTION:


            AUD-RPT-NO

**********************************************************************
                        FIGURE 2.5.3-1
```

   c. INPUT INSTRUCTIONS - Entries required are as follows:

AUD-RPT-NO   AUDIT REPORT NUMBER (25 A/N) - For Functions C, D and
                    E the audit report number to be changed, deleted or
                    completed must be entered. This audit report number
                    must exist within the system and entered exactly as
                    shown in the data base.

FUNCTION   FUNCTION (1 A) - A selection must be entered in this
                    field. Must be alpha (A-L). If function I is desired,
                    function H must first be selected to build the region
                    status summary records. Screen AF8000 will then
                    automatically be displayed.

                    Press REL (or ENTER) after last entry.

   d. A general explanation of the purpose of this menu screen exists
within Function A, Computer Based User Documentation.

2.5.3.2 AF1000 - ESTABLISH NEW CONTRACT AUDIT REPORT

   a. GENERAL - This function is used to enter new contract audit
reports into the system. (A general explanation of this function is
available by entering AF1000 in the CBUD field. CBUD information is
also available for all input fields on the screen with the exception of
the CBUD field itself.)

   b. SCREEN FORMAT - Figure 2.5.3-2 is a sample screen format for
AF1000.

```
**********************************************************************

   AF1000              ESTABLISH NEW CONTRACT AUDIT REPORT
   CBUD:

---------------------------GENERAL TRACKING DATA--------------------
     AUD-RPT-NO:
     SUP-AUD-NO:
      CNTRR-NM:
           ORG:                              CROSS-REF:
    DT-AUD-RPT:                             DT-RPT-RCVD:
       ACO-TCO:                             RES-TRGT-DT:
        TP-AUD:                             DIS-TRGT-DT:
      DT-RSLVD:
   DT-PRENEG-RVW:                           CST-QUES-AVD:
  DT-DEF-ACT-RQST:
-------------------------REPORTABLE AUDIT DATE---------------------
   CST-SUS-AVD:                             PND-LIT:
      REMARKS:


**********************************************************************
```
                        FIGURE 2.5.3-2

   c. INPUT INSTRUCTIONS - Entries required are as follows: (Tab to the
next field, as necessary, after data is entered.)

AUD-RPT-NO   AUDIT REPORT NUMBER (25 A/N) - Enter the unique
                    identifying number assigned to the audit report by
                    DCAA. The audit report number entered must not
                    already exist within the system. Note: If an audit
                    report number and/or organization code are incorrect,
                    then the entire audit report must be deleted and
                    reentered under the correct audit report number and
                    organization code. Corrections cannot be entered in
                    these fields after establishment.

SUP-AUD-NO   SUPERSEDED AUDIT REPORT NUMBER (25 A/N) - Enter the
                    audit report superseded by the audit report being
                    entered, if applicable. May be left blank. If
                    entered, must match the data base. An entry in this
                    field automatically dispositions the superseded
                    report (places in closed status).

This automatically records zero dollars in the costs questioned/sustained fields. If more than one audit report is superseded, Function E (Screen AF4000) Complete Existing Contract Audit Report must be accessed to disposition the additional superseded reports. Enter appropriate notations in the Remarks field.

CNTRR-NM   CONTRACTOR NAME (35 A/N) - Enter up to 35 positions
                  of the name of the plant, division or company at
                  which the audit was performed. Use of abbreviations
                  should be avoided whenever possible.

ORG   ORGANIZATION (2 A/N) - Enter the two position code
                  identifying the cognizant contract administration
                  activity (CAO or DCMD). Must be a valid code.

CROSS-REF   CROSS-REFERENCE NUMBER (17 A/N) - Leave blank, or
                  enter a contract number or number of another audit
                  report that the instant audit report is related to.

DT-AUD-RPT   DATE OF AUDIT REPORT (6 N) - Enter the six position
                  calendar date (YYMMDD) that the audit report was
                  released by DCAA (will be found on the cover page of
                  the audit report, or on the transmittal letter).

DT-RPT-RCVD   DATE AUDIT REPORT RECEIVED (6 N) - Enter the six
                  position calendar date (YYMMDD) that the audit report
                  was actually received by the cognizant contract
                  administration activity (CAO or DCMD).

ACO-TCO   ADMINISTRATIVE CONTRACTING OFFICER - TERMINATION
                  CONTRACTING OFFICER (2 A/N) - Enter the two position
                  code identifying the particular DCAS contracting
                  officer (ACO or TCO) having the responsibility of
                  resolution and disposition of the audit report. Must
                  be a valid code and exist on Table 44. If not on
                  Table 44, action must be taken to have it entered by
                  the -Z activity.

RES-TRGT-DT   RESOLUTION TARGET DATE (6 N) - Enter the six position
                  calendar date (YYMMDD) that resolution of any
                  differences between the contracting officer and the
                  auditor, concerning the content of the audit report
                  or the auditor's recommendations is expected. This
                  date must be earlier than the DIS-TRGT-DT.

DIS-TRGT-DT   DISPOSITION TARGET DATE (6 N) - Enter the six
                  position calendar date (YYMMDD) established by the
                  responsible contracting officer as a target date for
                  final disposition of the audit report. This date is
                  to be revised as necessary to most accurately reflect
                  the latest status of disposition efforts (See also
                  Date of Final Disposition - DT-FNL-DIS, Screen
                  AF4000, Function E).

TP-AUD   TYPE OF AUDIT (1 A) - Enter the one position code
                        designating the type of audit performed by DCAA that
                        will be tracked, and (when applicable) reported on by
                        this system in accordance with the following (Refer
                        to CBUD and DLAM 8105.1, 90.01-13)

                             A - Estimating System Survey
                             B - Accounting System Survey (Review)
                             C - Internal Control Review
                             D - Defective Pricing Review
                             E - Cost Accounting Standards Noncompliance Review
                                  (includes any subsequent CAS Change Cost
                                  Impact Reviews)
                             F - Operations Audit
                             G - Incurred Costs
                             H - Settlement of Final Indirect Cost Rates
                             I - Final Pricing Submissions
                             J - Termination Settlement
                             K - Equitable Adjustment Claims
                             L - Hardship Claims
                             M - Escalation Claims
                             O - Other

NOTE: Audits relating to Forward Pricing Actions will not be tracked in
this system.

DT-RSLVD   DATE RESOLVED (6 N) - Enter the six position calendar
                        date (YYMMDD) on which any differences between the
                        contracting officer and the auditor, concerning the
                        content of the audit report or the auditor's recom-
                        mendations, were resolved and the Government's course
                        of action was established. This field will normally
                        be left blank on initial input.

CST-QUES-AVD   COSTs QUESTIONED/COSTs AVOIDANCE (10 N) - Enter the
                        portion(s) of the contractor's proposed or actual
                        cost that is identified in the audit report as being
                        not allocable, allowable or reasonable; or,
                        identified as being avoidable (i.e., will not be
                        incurred) through a change in the contractor's
                        practices. Entry must be void of all special
                        characters (i.e., .$) and rounded, when applicable,
                        to next highest dollar (no cents). If the TP-AUD
                        (Type of Audit) is C, F, G, H, I, J, K, L, or M, this
                        field must be numeric, greater than 100,000. (See
                        DLAM 8105.1, 90.01-13).

T-PRENEG-RVW   DATE PRENEGOTIATION OBJECTIVES REVIEWED (6 A/N)
                        Enter the six position calendar date (YYMMDD) to
                        designate that the contracting officer's proposed
                        course for disposition of the audit report was
                        reviewed and cleared by the appropriate Prenegotia-
                        tion Review Official. This field may be left blank
                        on initial entry (see DLAM 8105.1, 90.01). Also see
                        instructions for Function C, Screen AF2000, Change
                        Existing Contract Audit Report.

DT-DEF-ACT-RQST   DATE DEFERRAL ACTION REQUESTED (6 N) If an
                   investigative agency requested the ACO/TCO to defer
                   resolution and/or distribution actions on audit
                   recommendations, enter the six position calendar date
                   of request (YYMMDD).

CST-SUS/AVD   COSTS SUSTAINED/AVOIDED (10 N) - Enter the portion of
                   the Cost Questioned/Cost Avoidance actually saved or
                   avoided on final disposition of the audit report.
                   Entry must be void of all special characters (i.e.,
                   .$) and rounded, when applicable, to next highest
                   dollar (no cents). No entry allowed, (Screen
                   AF1000), entry is for Function E, (Screen AF4000),
                   Complete Existing Contract Audit.

PND-LIT   OPEN PENDING LITIGATION (10 A/N) - If an issue raised
                   by the audit report is being litigated, then enter
                   the docket/case number as follows: For ASBCA cases
                   enter BCA-(docket number). For Claims Court cases,
                   enter CC-(docket number). For U.S. District Courts
                   cases, enter U (two digit state abbreviation) - (case
                   number). This field will be left blank if this case
                   is not in litigation.

REMARKS   REMARKS (240 A/N) - User may enter up to 240
                   positions of nonstandard remarks on actions taken
                   regarding the audit report. This field may be left
                   blank on initial entry.

NOTE: Finish by depressing the RELEASE/ENTER key. To return to the
Contract Audit Followup Menu, depress PA2. These instructions apply to
all functions within this application.

2.5.3.3 AF2000 - CHANGE EXISTING CONTRACT AUDIT REPORT

   a. GENERAL - This function is used to change audit reports that have
already been established in the system. (A general explanation of this
function is available by entering AF2000 in the CBUD field. CBUD
information is also available for all input fields on the screen with
the exception of the CBUD field itself.)

   b. SCREEN FORMAT - Figure 2.5.3-3 is a sample screen format for
AF2000.

```
***********************************************************************
  AF2000         CHANGE EXISTING CONTRACT AUDIT REPORT
  CBUD:

  -----------------------GENERAL TRACKING DATA--------------------------

   AUD-RPT-NO:  1101-2C444073
   SUP-AUD-NO:
    CONTRR-NM:  MARTIN MARIETTA
         ORG:  C1                    CROSS-REF:
  DT-AUD-RPT:  83 09 09              DT-RPT-RCVD:  83 09 30
     ACO-TCO:  32                    RES-TRGT-DT:  84 11 30
       TP-AUD:  A                    DIS-TRGT-DT:  84 12 31
     DT-RSLVD:
  DT-PRENEG-RVW:                     CST-QUES-AVD:  0
 DT-DEF-ACT-RQST:
  ---------------------REPORTABLE AUDIT DATA------------------------

   CST-SUS-AVD:                          PND-LIT:


       REMARKS:



***********************************************************************
                        FIGURE 2.5.3-3
```

   c. INPUT INSTRUCTIONS - AUD-RPT-NO and ORG are protected fields and
may not be changed. All other fields may be changed in accordance with
the input instructions for entering a new audit report into the system
except as follows. Depress REL (or ENTER) after last entry.

DT-PRENEG-RVW   DATE PRENEGOTIATION OBJECTIVES REVIEWED (6 A/N)-
                    Enter the six position calendar date (YYMMDD) to
                    designate that the contracting officer's proposed
                    course for disposition of the audit report was
                    reviewed and cleared by the appropriate Prenegotia-
                    tion Review Officer (see DLAM 8105.1, 90.01). Enter
                    waived if review was waived by an authorized
                    official.

NOTE: If an audit report number and/or organization code are incorrect,
then the entire audit report must be deleted and reentered under the
correct audit report number and organization code.

2.5.3.4 AF3000 - DELETE EXISTING CONTRACT AUDIT REPORT

   a. GENERAL - This function allows the user to completely delete an
existing audit report from the system. The system will display the
existing data on the user's terminal. The user may delete this data by
depressing ENTER or terminate the delete action by depressing PA2. (A
general explanation of this function is available by entering AF3000 in
the CBUD field. CBUD information is also available for all input fields
on the screen with the exception of the CBUD field itself.)

   b. SCREEN FORMAT - Figure 2.5.3-4 is a sample screen format for
AF3000.

```
*********************************************************************
  AF3000         DELETE EXISTING CONTRACT AUDIT REPORT
  CBUD:


    ---------------------GENERAL TRACKING DATA----------------------

     AUD-RPT-NO:  1101-2C444073
     SUP-AUD-NO:
      CNTRR-NM:  MARTIN-MARIETTA
           ORG:  C1                            CROSS-REF:
    DT-AUD-RPT:  83 09 09                     DT-RPT-RCVD: 83 09 30
       ACO-TCO:  32                           RES-TRGT-DT: 84 11 30
        TP-AUD:  A                            DIS-TRGT-DT: 84 12 31
       DT-RSLVD:
 DT-PRENEG-RVW:
DT-DEF-ACT-RQST:                     CST-QUES-AVD: 0
                                     DT-FNL-DIS:
    --------------------REPORTABLE AUDIT DATA----------------------
 CST-SUS-AVD:  PND-LIT:
     REMARKS:
      PRESS ENTER TO DELETE RECORD, PRESS PA2 TO RETURN TO MENU


*********************************************************************
                      FIGURE 2.5.3-4
```

c. INPUT INSTRUCTIONS - All fields are protected except CBUD. No entries are required/allowed.

2.5.3.5 AF4000 - COMPLETE EXISTING CONTRACT AUDIT REPORT

a. GENERAL - This function allows the user to indicate completion of an existing audit report by entering a final disposition date and costs sustained. The system will display the existing data on the user's terminal. (A general explanation of this function is available by entering AF4000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.3-5 is a sample screen format for AF4000.

```
********************************************************************
  AF4000      COMPLETE EXISTING CONTRACT AUDIT REPORT
  CBUD:

 ----------------------GENERAL TRACKING DATA-----------------------

   AUD-RPT-NO:  1101-2C444073
   SUP-AUD-NO:
     CNTRR-NM:  MARTIN-MARIETTA
          ORG: C1                       CROSS-REF:
  DT-AUD-RPT:  83 09 09                 DT-RPT-RCVD: 83 09 30
     ACO-TCO:  32                       RES-TRGT-DT: 84 11 30
      TP-AUD:  A                        DIS-TRGT-DT: 84 12 31
     DT-RSLVD:
   DT-PRENEG-RVW:                       CST-QUES-AVD: 0
  DT-DEF-ACT-RQST:                      DT-FNL-DIS:
  ---------------------REPORTABLE AUDIT DATA-----------------------

   CST-SUS-AVD:                         PND-LIT:
       REMARKS:


*********************************************************************
                       FIGURE 2.5.3-5
```

c. INPUT INSTRUCTIONS – All fields are protected except CBUD and the following:

DT-FNL-DIS   DATE OF FINAL DISPOSITION (6 N) – Enter the six
                    position calendar date (YYMMDD) on which final
                    disposition of the audit report was achieved, i.e.,
                    the auditor's recommendations were implemented via
                    contractual action, or the issue was decided by the
                    contracting officer, the Armed Services Board of
                    Contract Appeals (ASBCA), or the U.S. Claims Court or
                    higher courts.

CST-SUS/AVD   COST SUSTAINED/AVOIDED (10 N) – Enter the portion of
                    the Cost Questioned/Cost Avoidance actually saved or
                    avoided on final disposition of the audit report.
                    Entry in this field must be void of special
                    characters ($, commas, etc.) and rounded to next
                    highest dollar.

REMARKS: REMARKS (240 A/N) – User may enter up to 240
                    positions of nonstandard remarks on actions taken
                    regarding the audit report. NOTE: When this is a
                    superseded report, enter the new audit report number.
                    See SUP-AUD-NO description.

NOTE: If a mistake was made in entry of either DT-FNL-DIS or CST-
SUS/AVD, simply choose Function E on the Master Menu and enter the
correct information.

2.5.4 INQUIRIES

2.5.4.1 AF5000 - INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY

   a. GENERAL - This inquiry displays to the user the existing data for
a specific audit report. (A general explanation of this function is
available by entering AF5000 in the CBUD field. CBUD information is
also available for all input fields on the screen with the exception of
the CBUD field itself.) If the audit report is Reportable,
Nonreportable, Superseded, Open, Closed, Age of Report (<6, 6-12,
overage), these remarks are system generated and will be displayed on
the screen. Other entered data such as Pending Litigation and
applicable case number will also be displayed.

   b. SCREEN FORMAT - Figure 2.5.4-1 is a sample screen format for
AF5000.

```
********************************************************************
  AF5000          INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY
  CBUD:
  PRNTR:


      AUD-RPT-NO:
      SUP-AUD-NO:
        CNTRR-NM:
             ORG:  CROSS-REF:
      DT-AUD-RPT:  DT-RPT-RCVD:
         ACO-TCO:  RES-TRGT-DT:
          TP-AUD:  DIS-TRGT-DT:
         DT-RSLVD:
    DT-PRENEG-RVW:                          CST-QUES-AVD:
  DT-DEF-ACT-RQST:                            DT-FNL-DIS:
      CST-SUS-AVD:                              PND-LIT:
          REMARKS:


                                           DT-CREATED:
                                           DT-LST-ACT:



********************************************************************
                        FIGURE 2.5.4-1
```

   c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the
following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                    number of the printer to be used to produce a hard
                    copy of the inquiry when a hard copy is required.
                    Otherwise, leave blank. If entered, must be a valid
                    printer location within the District.

AUD-RPT-NO   AUDIT REPORT NUMBER (25 A/N) - Enter the unique
                    identifying number assigned to the audit report by
                    DCAA (exactly as shown in the data base) for which
                    data is to be displayed.

To screen print hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.2 AF6000 - SCAN ALL CONTRACT AUDIT REPORTS INQUIRY

   a. GENERAL - This inquiry allows the user to display the existing data for each audit report within an organization, for a specific contracting officer or for the entire District. Each ACO will use this inquiry to view the current reportable audit information for accuracy prior to producing the semiannual report. (A general explanation of this function is available by entering AF6000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.) Also see description of AF5000 Screen, previous paragraph.

   b. SCREEN FORMAT - Figure 2.5.4-2 is a sample screen format for AF6000.

```
*********************************************************************
  AF6000           SCAN ALL CONTRACT AUDIT REPORT INQUIRY
  CBUD:
  PRNTR:                        INQ-ORG:                 INQ-ACO-TCO:

   AUD-RPT-NO:
   SUP-AUD-NO:
     CNTRR-NM:
          ORG:                          CROSS-REF:
   DT-AUD-RPT:                        DT-RPT-RCVD:
      ACO-TCO:                        RES-TRGT-DT:
       TP-AUD:                        DIS-TRGT-DT:
     DT-RSLVD:
  DT-PRENEG-RVW:                     CST-QUES-AVD:
 DT-DEF-ACT-RQST:                      DT-FNL-DIS:
     CST-SUS-AVD:                         PND-LIT:
        REMARKS:


   DT-CREATED:
   DT-LST-ACT:


*********************************************************************
                        FIGURE 2.5.4-2
```

   c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                   number of the printer to be used to produce a hard
                   copy of the inquiry when a hard copy is required.
                   Otherwise, leave blank. If entered, must be a valid
                   printer location within the District.

INQ-ORG   INQUIRY ORGANIZATION (2 A/N) - Enter the two position
                        organization code for which the existing audit
                        reports are to be displayed. If this field and INQ-
                        ACO-TCO are left blank, all reports for the region
                        will be displayed. If entered, must be a valid
                        organization code within the District.

INQ-ACO-TCO   INQUIRY ADMINISTRATIVE CONTRACTING OFFICER -
                        TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the
                        two position code of the contracting officer for
                        which the existing audit reports are to be displayed.
                        If this field and INQ-ORG are left blank, all reports
                        for the region will be displayed. If entered, must
                        be a valid ACO-TCO Code within the District and INQ-
                        ORG must also be entered.

NOTE: To page through the file when a hard copy is not requested,
depress ENTER after each record. Otherwise, to screen print a hard
copy, if a printer number has been entered, depress REL (or ENTER) after
last entry.

2.5.4.3 AF7000 - BUILD REGION (DISTRICT) STATUS SUMMARY RECORDS

  This function builds statistical records for the District as of the
date the action is processed. When the statistics have been completed,
the system will display them on AF8000, REGION (DISTRICT) STATUS
SUMMARY. AF7000 is not a display screen.

2.5.4.4 AF8000 - REGION (DISTRICT) STATUS SUMMARY INQUIRY

  a. GENERAL - This inquiry will display to the user the most current
set of summary statistics on a request basis. The system will
automatically display AF8010, SUMMARY OF AUDIT REPORTS, when the user
depresses the PF3 key. When the PRNTR field contains data the system
will route this inquiry and AF8010, SUMMARY OF AUDIT REPORTS to the
printer identified. (General information regarding this inquiry and the
data displayed is available by entering AF8000 in the CBUD field.)

  b. SCREEN FORMAT - Figure 2.5.4-4 is a sample screen format for
AF8000.

```
*********************************************************************
 AF8000                    REGION STATUS SUMMARY        AS-OF-DT:
 CBUD:                                                  TIME:
 PRNTR:
    ---------CLOSED---------    -----------------OPEN--------------
       >12                           >12    6-12                 <6
 -ORG-  O/A   OTHER      TOTAL    O/A   MONTH  MONTH  LIT  UCI  TOTAL




  *END*        DEPRESS 'PF3' TO VIEW SUMMARY OF AUDIT REPORTS
*********************************************************************
```
                        FIGURE 2.5.4-4

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                    number for the printer to be used to produce a hard
                    copy of this inquiry when a hard copy is required.
                    Otherwise, leave blank. If entered, must be a valid
                    printer location within the District.

To screen print a hard copy, if a printer number has been entered,
depress REL (or ENTER) after last entry.

2.5.4.5 AF8010 - SUMMARY OF AUDIT REPORTS

   a. GENERAL - This is the second portion of the Region Status Summary
inquiry. It will provide the costs questioned and the costs sustained
for open and closed reports, as applicable. Within these categories,
the costs will be broken down as shown below.

   b. SCREEN FORMAT - Figure 2.5.4-5 is a sample screen format for
AF8010.

```
*********************************************************************
 AF8010              SUMMARY OF AUDIT REPORTS     AS-OF-DT: 83 11 20
 CBUD:                                            TIME: 13:45:45
 PRNTR:

                      COSTS QUESTIONED    COSTS SUSTAINED
 OPEN REPORTS:
  TOTAL OPEN REPORTS              1222004
    OVERAGE REPORTS >12 MONTHS    1218004
    REPORTS 6-12 MONTHS
    REPORTS LESS THAN 6 MONTHS
    IN LITIGATION
    UNDER CRIMINAL INVESTIGATION  4000


 CLOSED REPORTS:
  TOTAL CLOSED                    2500                2100
    OVERAGE REPORTS >12 MONTHS    2500                2100
    OTHERS CLOSED DURING PERIOD

 TOTALS                          1224504             2100


        DEPRESS 'PA2' TO RETURN TO MASTER MENU
*********************************************************************
                     FIGURE 2.5.4-5
```

   c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                    number for the printer to be used to produce the hard
                    copy of this inquiry when a hard copy is required.
                    Otherwise, leave blank. If entered, must be a valid
                    printer location within the District.

To screen print a hard copy, if a printer number has been entered,
depress REL (or ENTER) after last entry.

2.5.4.6 AF9000 - SUMMARY BY TYPE OF REPORTABLE AUDIT

   a. GENERAL - This inquiry will provide the user with the number of
open audit reports overage > 12 mo, 6-12 mo, < 6 mo, in litigation,
under Criminal Investigation, and closed by type of audit within an
organization, for specific contracting officer, or for the entire
District. (General information for this inquiry and the individual data
elements displayed is available by entering AF9000 in the CBUD field.)

   b. SCREEN FORMAT - Figure 2.5.4-6 is a sample screen format for
AF9000.

```
**********************************************************************
 AF9000       SUMMARY BY TYPE OF REPORTABLE AUDIT     AS OF DT
 CBUD:
 PRNTR:                  INQ-ORG:              INQ-ACO-TCO

TYPE OF AUDIT:                    >12 MO  6-12 MO  <6 MO  LIT  UCI  CLOSED
   A-ESTIMATING SYSTEM SURVEYS
   B-ACCOUNTING SYSTEM REVIEWS
   C-INTERNAL CONTROL REVIEWS
   D-DEFECTIVE PRICING REVIEWS
   E-COST ACCOUNTING STANDARDS
   F-OPERATIONS AUDITS
   G-INCURRED COSTS
   H-SETTLEMENT OF INDIRECT COST
   I-FINAL PRICING SUBMISSIONS
   J-TERMINATION SETTLEMENT PROP
   K-EQUITABLE ADJUSTMENT CLAIMS
   L-HARDSHIP CLAIMS
   M-ESCALATION CLAIMS

TOTALS
           SUMMARY BY TYPE OF REPORTABLE AUDIT FOR ORG COMPLETED

**********************************************************************
                     FIGURE 2.5.4-6
```

   c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the
following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                   number for the printer to be used to produce a hard
                   copy of this inquiry when a hard copy is required.
                   Otherwise, leave blank. If entered, must be a valid
                   printer location within the District.

INQ-ORG   INQUIRY-ORGANIZATION (2A/N) - Enter the two position
                   organization code for which the open audit reports
                   are to be displayed. If this field and the INQ-ACO-
                   TCO are left blank, all open reports for the region
                   will be displayed. If entered, must be a valid
                   organization code within the District.

To screen print a hard copy, if a printer number has been entered,
depress REL (or ENTER) after last entry.

2.5.4.7 AF9010 - SUMMARY OF OPEN CONTRACT AUDIT REPORTS INQUIRY

   a. GENERAL - This inquiry allows the user to display all open con-
tract audit reports within an organization, for a specific contracting
officer, or for the entire District and to further limit the inquiry to
reportable or unreportable audit reports. (A general explanation of
this function is available by entering AF9010 in the CBUD field. CBUD
information is also available for all input fields on the screen with
the exception of the CBUD field itself.)

   b. SCREEN FORMAT - Figure 2.5.4-7 is a sample screen format for
AF9010.

```
**********************************************************************
  AF9010           OPEN CONTRACT AUDIT REPORTS INQUIRY
  CBUD:
  PRNTR:    INQ-ORG: 32        INQ-ACO-TCO:        REP/UNREP: R


                  REPORT                            TP  RES/
  -----AUDIT REPORT NO----  DATE  -----CONTRACTOR-----------  AUD URES
      1101-2C444073      83/09/09    MARTIN-MARIETTA        A   R
      1101-2C444074      83/09/22    MCDONNELL-DOUGLAS      A   R
      1101-2C444075      83/10/12    MARTIN-MARIETTA        A   U




**********************************************************************
```
                          FIGURE 2.5.4-7

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the
following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                  number for the printer to be used to produce a hard
                  copy of this inquiry when a hard copy is required.
                  Otherwise, leave blank. If entered, must be a valid
                  printer location within the District.

INQ-ORG   INQUIRY ORGANIZATION (2 A/N) - Enter the two position
                  organization code for which the open audit reports
                  are to be displayed. If this field and INQ-ACO-TCO
                  are left blank, all open reports for the region will
                  be displayed. If entered, must be a valid organiza-
                  tion code within the District.

INQ-ACO-TCO   INQUIRY ADMINISTRATIVE CONTRACTING OFFICER –
                     TERMINATION CONTRACTING OFFICER (2 A/N) – Enter the
                     two position code of the contracting officer for
                     which the open audit reports are to be displayed. If
                     this field and INQ-ORG are left blank, all reports
                     for the District will be displayed. If entered must
                     be a valid ACO-TCO Code within the District and INQ-
                     ORG must also be entered.

REP/UNREP   REPORTABLE/UNREPORTABLE (1 A) – Enter R to obtain all
                     open, reportable audit reports. Enter N to obtain
                     only open, unreportable audit reports. If left blank
                     all open audit reports, regardless of whether they
                     are reportable or unreportable will displayed.

NOTE: To page through the file when a hard copy is not requested,
depress ENTER when the prompt at the bottom of the screen is *MORE*.
Otherwise, to print a hard copy, if a printer number has been entered,
depress REL (or enter) after last entry.

2.5.4.8 AF9020 – SUMMARY OF CLOSED CONTRACT AUDIT REPORTS INQUIRY

   a. GENERAL – This inquiry allows the user to display all closed
contract audit reports within an organization, for a specific
contracting officer, or for the entire District and to further limit the
inquiry to reportable or unreportable audit reports. (A general
explanation of this function is available by entering AF9020 in the CBUD
field. CBUD information is also available for all input fields on the
screen with the exception of the CBUD field itself.)

   b. SCREEN FORMAT – Figure 2.5.4-8 is a sample screen format for
AF9020.

****
  AF9020   CLOSED CONTRACT AUDIT REPORTS INQUIRY
  CBUD:
  PRNTR: INQ-ORG: 32   INQ-ACO-TCO: REP/UNREP: R

          REPORT   TP RES/ **
----AUDIT REPORT NO-----   DATE   ------CONTRACTOR------------ AUD URES
 1101-2C444078   83/11/09 FOURDEE INC   A   R
 1101-2C4448998   83/12/22 MARTIN-MARIETTA   A   R
 1101-2C4440488   83/10/12 MARTIN-MARIETTA   A   R

****
                     FIGURE 2.5.4-8

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the
following:

PRNTR   PRINTER LOCATION (4 A/N) - Enter the four position
                     number for the printer to be used to produce a hard
                     copy of this inquiry when a hard copy is required.
                     Otherwise, leave blank. If entered, must be a valid
                     printer location within the District.

INQ-ORG   INQUIRY ORGANIZATION (2 A/N) - Enter the two position
                     organization code for which the open audit reports
                     are to be displayed. If this field and INQ-ACO-TCO
                     are left blank, all open reports for the District
                     will be displayed. If entered, must be a valid
                     organization code within the District.

INQ-ACO-TCO   INQUIRY ADMINISTRATIVE CONTRACTING OFFICER -
                     TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the
                     two position code of the contracting officer for
                     which the open audit reports are to be displayed. If
                     this field and INQ-ORG are left blank, all reports
                     for the region will be displayed. If entered must be
                     a valid ACO-TCO Code within the District and INQ-ORG
                     also be entered.

REP/UNREP   REPORTABLE/UNREPORTABLE (1 A) - Enter R to obtain all
                     open, reportable audit reports. Enter N to obtain
                     only open, unreportable audit reports. If left blank
                     all open audit reports, regardless of whether they
                     are reportable or unreportable will be displayed.

NOTE: To page through the file when a hard copy is not requested,
depress ENTER when the prompt at the bottom of the screen is *MORE*.
Otherwise, to print a hard copy, if a printer number has been entered,
depress REL (or enter) after last entry.

2.5.5 HARD COPY OUTPUT

2.5.5.1 STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS (REPORT
         CONTROL SYMBOL DD-IG(SA)1580) - OPEN REPORTS

   a. GENERAL - This report is produced automatically on a semiannual
basis (31 March and 30 September) but may also be produced more often if
desired. The report lists all open, reportable audits. The audits are
broken down into Overage Reports (over 12 months), Reports 6-12 months
old and less than 6 months old, in litigation, and reports involved in
criminal investigation.

   b. DATA ELEMENT DEFINITIONS - The following is a list of the data
element names contained on this report. For complete definitions of
each data element see the Data Element Definitions section found under
2.5.7.

REPORT HEADING	DATA ELEMENT NAME
AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
DT-DEF-ACT RQST	Date Deferral Action Requested
PND-LIT	Open Pending Litigation
RES/URES	Resolved/Unresolved
RESOL TAR/ACT DATE	Resolution Target/Actual Date
DISPOS TARGET DATE	Disposition Target Date
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS

2.5.5.2   STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS (REPORT
          CONTROL SYMBOL DD-IG(SA)1580) – REPORTS CLOSED DURING PERIOD

   a.   GENERAL – This report is produced automatically on a semiannual
basis (30 March and 30 September) but may also be produced more often if
desired. The report lists all reportable audits completed during the
semiannual reporting period. The audits are broken down into REPORTS
LISTED AS OVERAGE IN PRIOR REPORT and OTHER REPORTS CLOSED DURING
PERIOD.

   b.   DATA ELEMENT DEFINITIONS – The following is a list of the data
element names contained on this report. For complete definitions of
each data element see the Data Element Definitions section found under
2.5.7.

REPORT HEADING	DATA ELEMENT NAME
AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
DATE OF DISPOS	Date of Final Disposition
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
COSTS SUSTAINED/AVOIDED	Cost Sustained/Costs Avoided
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.5.3   UNAF030A – AUDIT REPORT RESOLUTION OVERAGE ALERT

   a.   GENERAL – This report is produced daily to notify the ACO or TCO
that the audit reports listed are 150 days old based on the date of the
audit report with no resolution date recorded. The report page breaks
by ACO-TCO Code. It is possible for an audit report to appear both on
this report and Report UNAF030B.

   b.   DATA ELEMENT DEFINITIONS – The following is a list of the data
element names contained on this report. For complete definitions of
each data element see the Data Element Definitions section found under
2.5.7.

REPORT HEADING	DATA ELEMENT NAME
ACO-TCO	Contracting Officer's Code
CONTRACTOR NAME	Contractor Name
AUD-RPT-NO	Audit Report Number
DT-AUD-RPT	Date of Audit Report
TP-AUD	Type of Audit
RES-TRGT-DT	Resolution Target Date

2.5.5.4   UNAF030B - AUDIT REPORT DISPOSITION OVERAGE ALERT

   a.   GENERAL - This report is produced daily to notify the ACO or TCO that the audit reports listed will reach their respective Disposition Target Dates in 30 days with no disposition date recorded. The report itself page breaks by ACO-TCO Code. It is possible for an audit report to appear both on this report and Report UNAF030A.

   b.   DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADING	DATA ELEMENT NAME
ACO-TCO	Contracting Officer's Code
CONTRACTOR NAME	Contractor Name
AUD-RPT-NO	Audit Report Number
DT-AUD-RPT	Date of Audit Report
TP-AUD	Type of Audit
DIS-TRGT-DT	Disposition Target Date

2.5.5.5   UNAF150A - OPEN REPORTS - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS

   a.   GENERAL - This report is produced on an as required basis. The report lists all open, reportable audits with the latest audit follow-up remarks data. The audits are broken down into Overage Reports (over 12 months), Reports 6-12 months old, less than 6 months old, in litigation, and reports involved in criminal investigation.

   b.   DATA ELEMENTS DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADING	DATA ELEMENT NAME
AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance

REPORT HEADING	DATA ELEMENT NAME
DT-DEF-ACTION-RQST	Date Deferral Action Requested
PND-LIT	Open Pending Litigation
RES/URES	Resolved/Unresolved
RESOL TAG/ACT DATE	Resolution Target/Actual Date
DISPOS TARGET DATE	Disposition Target Date
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.5.6 UNAF150B - CLOSED REPORTS - CONTRACT AUDIT FOLLOW-UP REMARKS
         DATA REPORTS

   a. GENERAL - This report is produced on an as required basis. The
report lists all reportable audits dispositioned during the reporting
period. The audits are broken down into REPORTS LISTED AS OVERAGED IN
PRIOR REPORT and OTHER REPORTS CLOSED DURING PERIOD with the latest
closing remarks data.

   b. DATA ELEMENT DEFINITIONS - The following is a list of the data
element names contained on this report. For complete definitions of
each data element see the Data Element Definitions section found under
2.5.7.

REPORT HEADING	DATA ELEMENT NAME
AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
DATE OF DISPOS	Date of Deposition
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
COSTS SUSTAINED/AVOIDED	Costs Sustained/Avoided
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.6 ERROR MESSAGES AND EXPLANATIONS

ERROR MESSAGES	EXPLANATION
ALL AUDIT REPORTS FOR	For the ACO-TCO entered requesting all audit REQUESTED ACO-TCO HAVE reports be displayed, no audit reports have been BEEN SHOWN located within the system.
ALL AUDIT REPORTS FOR REQUESTED ORG HAVE BEEN SHOWN	For the ORG entered requesting all audit reports be displayed, no audit reports have been located within the system.
AUD-RPT-NO ENTERED IS NOT ON THE FILE	The Audit Report Number entered for the change, delete or complete function must match an audit report number previously entered into the system. This error message will be displayed when the entry made cannot be located on the file.

ERROR MESSAGES	EXPLANATION
CONTRR-NM MUST CONTAIN AN ENTRY	The contractor's name must be entered for each audit report number established using the established function. Enter up to 35 characters of the contractor's name.
CST-QUES-AVD MUST BE NUMERIC	The entry in this field must be all numerics (0-9), greater than zero if type of audit is G, H, I, J, K, L, or M. An explanation of this field is available by using PF1 when this error message is displayed.
DIS-TRGT-DT IS NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the DIS-TRGT-DT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).
DT-AUD-RPT IS NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the DT-AUD-RPT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).
DT-PRENEG-RVW IS NOT A VALID CALENDAR DATE	The entry in the DT-PRENEG-RVW field must be a valid calendar date formatted YY (00-99), MM (01-(YYMMDD) 12), DD (within day range for the month entered).
DT-FNL-DIS MUST BE A VALID CALENDAR DATE (YYMMDD)	The entry in the DT-FNL-DIS field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).
DT-RPT-RCVD IS NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the DT-RPT-RCVD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).
DT-RSLVD IS NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the DT-RSLVD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).
DUPLICATE AUD-RPT-NO - ALREADY EXISTS ON THE FILE	For the add function, the audit report number entered has already been established in the system. The audit report number should be verifed for correctness. Reinput if number entered was incorrect.
DT-DEF-ACT-RQST IS NOT	The entry in the DT-DEF-ACT-RQST field must be a valid calendar date (YYMMDD) formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

ERROR MESSAGES	EXPLANATION

ENTRY CST-QUES-AVD FIELD IS NOT BLANK OR NUMERIC

This field may be left blank if type of audit is other than G, H, I, J, K, L, or M. When an entry is made, it must be all numerics (0-9).

ENTRY IN ACO-TCO FIELD IS NOT VALID FOR THIS DCMR

The two position ACO/TCO Code entered must be one that has been established in the system as valid. Reenter code if incorrect or contact system administrator if the code needs to be added to the system.

ENTRY IN CST-SUS/AVD FIELD MUST BE NUMERIC

When an entry is made, it must be all numerics (0-9).

ENTRY IN ORG FIELD IS NOT VALID ORG FOR THIS DCASR

The two position organization entered does not match the list of valid organization codes established for the District. When the code entered is incorrect, enter a valid code. If the code is correct, request the local system administrator add the code to the system's list.

ENTRY IN DT-DEF-ACT RQST FIELD MUST BE NUMERIC

This field must be N/A for Sections A, B, C, and D of the UNAF010A Reports, and a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered) for audit reports listed in Part E.

ENTRY IN PND-LIT FIELD MUST BE BLANK OR ALPHANUMERIC

This field may be left blank or may contain alphanumerics.

FUNCTION INVALID - PLEASE REENTER

An entry to the field FUNCTION can only be a numeric (0-9). Any other entry would result in this error message displaying on the screen.

FUNCTION NOT AUTHORIZED - CONTACT SYSTEM ADMINISTRATOR

Each user must be authorized to perform the individual functions. When this error occurs it indicates that this authorization has not been established for the function being entered by the year.

INQ-ORG MUST BE BLANK OR VALID FOR THIS DCMR

If an entry is made in the INQ-ORG field it must match a list of valid organization codes established for the District.

INVALID ENTRY IN CBUD FIELD - NOT AN INPUT ELEMENT

Entries in the CBUD field must be the exact data element names that are shown on the screens. If this error occurs, check the entry in the CBUD field against the element name appearing on the screen for exact spelling.

ERROR MESSAGES	EXPLANATION
REP/UNRP MUST BE R, N, OR BLANK	The entry in REP/UNREP must be R, N, or blank.
RES-TRGT-DT MUST BE A VALID CALENDAR DATE (YYMMDD)	The entry in the RES-TRGT-DT must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for month entered).
RES-TRGT-DT MUST BE LESS THAN DIS-TRGT-DT	The entry in the RES-TRGT-DT must be prior to the DIS-TRGT-DT.
SUP-AUD-NO ENTERED NOT ON FILE	The Superseded Audit Report Number entered must match an audit report number previously entered into the system.
THE AUD-RPT-NO FIELD MUST CONTAIN AN ENTRY	When the change, delete or complete function is utilized, the Audit Report Number for which action is required must also be entered.
THE ENTRY IN THE PRNTR FIELD IS NOT A VALID PRINTER-ID	The four digit code entered must match one that has been established as valid within the DCMD.
THERE ARE NO AUDIT REPORTS ON THE FILE	An inquiry has been requested to display the existing audit reports. None were located within the system.
THERE ARE NO AUDIT REPORTS ON THE FILE FOR THE ORG ENTERED	For the ORG entered requesting all audit reports be displayed, no audit reports have been located within the system.
TP-AUD CODE DOES NOT MATCH LIST OF VALID CODES	The code entered must be an alpha A-O. No other entry will be acceptable. A list of these codes and an explanation of each is available by using PF1 when this error message is displayed.

2.5.7   DATA ELEMENT DEFINITIONS

DATA ELEMENT	DEFINITION
AS OF DATE	The latest date that statistics were computed.
AUDIT REPORT NUMBER	The unique identifying number assigned to the audit report by DCAA.
CLOSED REPORTS - OTHER	The umber of all reportable audit reports which were closed during this reporting period other than Closed Reports - Prior Overaged.

ERROR MESSAGES	EXPLANATION
CLOSED REPORTS - OTHER COSTS QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which were closed during this reporting period and are not included in Closed Reports - Prior Overage/Costs Questioned/Avoidance.
CLOSED REPORTS - OTHER COSTS SUSTAINED/AVOIDED	The sum of the costs sustained/avoided for all reportable audit reports which were closed during this reporting period and are not included in Closed Reports - Prior Overage/Costs Sustained/Avoided.
CLOSED REPORTS - OVERAGED	The number of reportable audit reports which were closed during this reporting period and were overaged.
CLOSED REPORTS - OVERAGED COSTs QUESTIONED	The sum of the costs questioned/avoidance for all reportable audit reports which were closed during this reporting period and were overaged.
CLOSED REPORTS - OVERAGED COSTs SUSTAINED/AVOIDED	The sum of the costs sustained/avoided for all reportable audit reports which were closed during this reporting period and were overaged.
CONTRACTING OFFICER'S CODE DCMC	A two digit code identifying the particular contracting officer (ACO or TCO) having the responsibility for resolution and disposition of the audit report.
CONTRACTOR'S NAME	The name of the plant, division or company at which the audit was performed.
COSTS QUESTIONED/COSTS AVOIDANCE	The portions of the contractor's proposed or actual costs that are identified in the audit report as being not allocable, reasonable or allowable; or, identified as being avoidable (i.e., will not be incurred) through a change in the contractor's practices.
COSTS SUSTAINED/AVOIDED	That portion of the Costs Questioned/Costs Avoidance (see definition above) actually saved or avoided final disposition of the audit report.
CROSS-REFERENCE NUMBER	Provides a cross-reference from an audit report to a specific contract or to another related audit report.
DATE AUDIT REPORT RECEIVED	The date the audit report was actually received by the cognizant contract administration activity (CAO or DCMD).

ERROR MESSAGES	EXPLANATION
DATE CREATED	The date the record for an individual audit report was created within this system.
DATE LAST ACTION	The date of the latest action to create, change, or add information to a record in this system.
DATE OF AUDIT REPORT	The date the audit report was released by DCAA (will be found on the cover page of the audit report, or on the transmittal letter).
DATE DEFERRAL ACTION REQUESTED	The date of request by an investigating agency to defer resolution and/or disposition actions on audit recommendations.
DATE OF FINAL DISPOSITION	The date on which final disposition of the audit report was achieved, i.e., the auditor's recommendations were implemented via contractual action, or the issue was decided by the contracting officer, the Armed Services Board of Contract Appeals (ASBCA), or the U.S. Claims Court or higher courts.
DATE PRENEGOTIATION OBJECTIVES REVIEWED	The date the contracting officer's prenegotiation position/objective is reviewed or cleared by the appropriate Prenegotiation Review Official
DATE RESOLVED	The date on which any differences between the contracting officer and the auditor, concerning the content of the audit report or the auditor's recommendations, were resolved and the Government's course of action was established.
DEPARTMENT OF DEFENSE ACTIVITY DISPOSITION	A unique two position organization code assigned to each DCMAO, DPRO and DCMD.
TARGET DATE	The target date established by the responsible contracting officer for final disposition of the audit report. This date is to be revised as necessary to most accurately reflect the latest status of disposition efforts. (See also Date of Final Disposition above.)
INQUIRY ORGANIZATION	The two position organization code for which the inquiry is requested.

ERROR MESSAGES	EXPLANATION
OPEN PENDING LITIGATION	Indicates that an issue raised by the audit report is being litigated before the ASBCA or a court, and that disposition of the audit report must await a decision from the Board or court.
OPEN REPORTS IN LITIGATION	The number of reportable audit reports that are open and pending litigation.
OPEN REPORTS IN LITIGATION COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for those reportable audit reports which are open and pending litigation.
OPEN REPORTS INVOLVED IN CRIMINAL INVESTIGATION	The number of reportable audit reports that are open and are involved in criminal investigation and the investigative agency requested deferral of resolution and/or disposition of actions.
OPEN REPORTS INVOLVED IN CRIMINAL INVESTIGATION COSTS QUESTIONED/AVOIDANCE	The sum of costs questioned/avoidance for all open reports that are involved in criminal investigation.
OPEN REPORTS - LESS THAN 6 MONTHS OLD	The number of reportable audit reports that are open and are less than six months old.
OPEN REPORTS - LESS THAN 6 MONTHS OLD - COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which are less than six months old and are open.
OPEN REPORTS - 6-12	The number of reportable audit reports that are open and are greater than six months but less than 12 months old.
OPEN REPORTS - 6-12 COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which are greater than six months but less than 12 months old.
OPEN REPORTS - OVERAGE	The number of reportable audit reports that are open and overage (12 months or greater).
ORGANIZATION	A two digit code identifying the cognizant contract administration activity (CAO or DCMD).
OVERAGE AUDIT REPORT	An audit report is considered to be overage when the difference between the current date and the Date of Audit Report is twelve months or greater.

ERROR MESSAGES	EXPLANATION
RECORD TIME	The actual clock time the statistics record was added to the NPA1 File.
REMARKS	A 240 position field for in-the-clear remarks. This field must be updated regularly to reflect latest audit follow-up action.
REPORTABLE AUDIT INDICATOR	Indicates that the audit report must be reported on semiannually to the Office of the Inspector General (DoD) in accordance with DoD 7640.2.
RESOLVED/UNRESOLVED	Indicates whether or not final resolution of the differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommendations has been accomplished.
RESOLUTION TARGET/ACTUAL DATE	The target date established by the responsible contracting officer for final resolution of differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommendation, or if resolved, the date of resolution.
SUPERSEDED AUDIT REPORT NUMBER	The number of the audit report established that was subsequently superseded by a later audit report.

CHAPTER 6   OUTPUT PRODUCTS

TABLE OF CONTENTS

CHAPTER 6 OUTPUT PRODUCTS

2.6.1 CHAPTER OVERVIEW

   This chapter describes the output products that Contract Administra-
tion may receive either automatically or by inquiry request. Informa-
tion is provided for each of these reports on its purpose, its source of
data, whether it is system-generated or must be inquiry-requested, its
frequency, its sort sequence, (i.e., in what order information will be
presented), the place within a report where a new page will begin, and
whatever totals apply. Also included is a sample report. The reports
are all listed in ascending alphanumeric sequence.

2.6.2 ALL OUTPUT PRODUCTS FOR CONTRACT ADMINISTRATION

   Detailed report element descriptions for the CAR Format and Contract
Abstract Format can be found in part 2, chapter 1, and this part and
chapter of this manual, respectively. These are the two basic report
formats used in all output products. Accordingly, for most other
products, either no, or abbreviated report element descriptions will be
given.

2.6.2.1 UNAE060B - REJECTED ELECTRONIC PROGRESS PAYMENT INPUT

   a. Data Summary - This report is used by DCMC and DFAS to research
and resolve discrepant conditions on those PPRs submitted electronically
to MOCAS for processing.

    PURPOSE: The purpose of this report is to
provide a list of PPRs which were input
via EDI or Floppy Disk format that did
which did not pass preliminary batch
validation critieria. These trans-
actions are not written out to the data
entry data base.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: Daily

    SORT SEQUENCE: PIIN/SPIIN - Terminal Digit

    PAGE BREAK: Full Page

2.6.2.1 UNAE060B - REJECTED ELECTRONIC PROGRESS PAYMENT INPUT (CONT'D)

  b. Sample Report

```
**************************************************************************
REPORT NUMBER UNAE060B                              DATE 94 NOV 09      1

REJECTED ELECTRONIC PROGRESS PAYMENT INPUT


PIIN/SPIIN         US-FMS-IND PROG-PAY-REQ-NO CAO-CD  ACO  DT-REJECTED ERROR MESSAGE


N00383 94 C2579       A          001           GB    GHW  94 NOV 09  PROGRESS PAYMENT REQUEST
                                                                     ALREADY EXISTS

DAAJ09 94 G8380 9378 B           005           YL    GHL  94 NOV 08  CONTRACT NOT FOUND ON DATA
                                                                     BASE

N00104 94 C9781       A          0121          YL    GBE  94 NOV 07  FIRST 3 NUMERIC LAST ALPHA
                                                                     OR BLANK

DAAE07 94 C2389       B          001           YL    GG1  94 NOV 09  ACTION CODE=R,HOWEVER PPR
                                                                     NOT ON DATA BASE

DAAE07 94 C0190       A          001           GB    GK3  94 NOV 09  PPR HAS NOT BEEN REJECTED TO
                                                                     ACO

NOO104 95 C2298       B          093           GB    GLB  94 OCT 25  THIS PPR ALREADY EXISTS.
                                                                     BATCH HAS BEEN X'D



**************************************************************************
                            FIGURE 2.6.2-1
```

  c. Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNAE060B	Rejected Electronic Progress Payment Input.
DATE	Date of the Report (YY MMM DD).
PIIN/SPIIN	Procurement Instrument Identification Number/Supplemental Procurement Instrument Identification - The Contract Number including any delivery order or call number.
US-FMS-IND	United States/Foreign Military Sales Indicator - A indicates a US progress payment, a B indicates an FMS progress payment.

REPORT ELEMENT	ELEMENT DESCRIPTION
PROG-PAY-REQ-NO	Progress Payment Request Number - The number of the progress payment request.
CAO-CD	Contract Administration Office Code - The code that identifies the contract administration office
ACO	Admistrative Contracting Officer- The code that identifies the Administrative Contracting Officer.
DT-REJECTED	The date that the PPR transaction rejected.
ERROR MESSAGE	The message that applies to the PPR transaction.

2.6.2.2 UNAF010A - STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS
         (REPORT CONTROL SYMBOL DD-IG(SA)1580) (OPEN REPORTS)

   a. Data Summary

   PURPOSE: To provide DCMC-AC, DCMDs and CAOs with
                              a semiannual report (31 Mar and 30 Sep)
                              listing all open reportable audits.
                              The audit reports be broken down into
                              categories of overaged reports (over 12
                              months), reports 6-12 months old,
                              reports in litigation, and reports
                              involved in criminal investigation,
                              reports less than 6 months old.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Open Reports

   FREQ/RETENTION: Semiannually/As Required - As
                              Determined Locally

   REPORT LEVEL: DCMC-AC, DCMDs, and CAOs

   SORT SEQUENCE: Audit Report Number

   PAGE BREAK: District, CAO

2.6.2.2 UNAF010A - STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS
         (REPORT CONTROL SYMBOL DD-IG(SA)1580) (OPEN REPORTS) (CONT'D)

  b. Sample Report

```
************************************************************************
REPORT NUMBER UNAF010A

          STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS
               (REPORT CONTROL SYMBOL DD-IG(SA)1580)

                            OPEN REPORTS

           FOR PERIOD ENDING:  90 MAR 29  (DLA8DP)
                 DOD COMPONENT:  DCMAO DAYTON
                              DT DEF             RESOL   DISPOS
          REPORT  TYP   COST QUEST/  ACTION PND  RES/  TAR/ACT  TARGET4
-AUDIT REPORT NO-DATE-CONTRACTOR NAME-AUD--AVOIDANCE---RQST LIT URES DATE DATE
A.  OVERAGED REPORTS (OVER 12 MONTHS):
NEGATIVE REPORT

B.  REPORTS 6-12 MONTHS OLD:
1631-89T-2600001 89 09 06 WESTINGHOUSE       B  N/A  N  R  90 02 05  90 03 30
1641-8E-240101   89 09 29 GLOBE MOTORS       A  N/A  N  R  89 11 02  90 09 28

C.  REPORTS LESS THAN 6 MONTHS OLD:
1631-0T-445008 89 12 20 WESTINGHOUSE E 109,220 N/A    N  R  89 12 29 90 06 29
1631-0T-445012 90 03 08 WESTINGHOUSE E     N/A        N  U  90 06 07 90 09 07

D.  REPORTS IN LITIGATION:
NEGATIVE REPORT

E.  REPORTS INVOLVED IN CRIMINAL INVESTIGATION:
1641-8E-442003 88 03 02 ELLIS & WATTS E 88 09 02     N  R  88 03 21 89 12 31
LAST PAGE
************************************************************************
                         FIGURE 2.6.2-2
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

AUDIT-REPORT-NO   AUDIT REPORT NUMBER - The unique
                                identifying number assigned to the audit
                                report by DCAA.

REPORT DATE   DATE OF AUDIT REPORT - The date the audit
                                report was released by DCAA (will be found
                                on the cover page of the audit report, or
                                on the transmittal letter).

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                                division, or company at which the audit was
                                performed.

REPORT ELEMENT	ELEMENT DESCRIPTION
TYP-AUD	TYPE OF AUDIT - A single alpha code designating the types of audits performed by DCAA that will be tracked and, when applicable, reported on by this system, i.e.:

    A - Estimating System Survey
    B - Accounting System Review
    C - Internal Control Review
    D - Defective Pricing Review
    E - Cost Accounting Standards
        Noncompliance Determination
        (includes any subsequent Cost
        Accounting Standards Change Cost
        Impact Reviews)
    F - Operations Audit
    G - Incurred Costs
    H - Settlement of Indirect Cost Rates
    I - Final Pricing Submissions
    J - Termination Settlement Proposals
    K - Equitable Adjustment Claims
    L - Hardship Claims
    M - Escalation Claims
    O - Other

NOTE: Audits relating to forward pricing actions may be tracked using this system or hard copy records maintained in contract files.

COST QUEST/AVOIDANCE	COSTS QUESTIONED/COSTS AVOIDANCE - The portion(s) of the contractor's proposed or actual cost identified in the audit report as being not allocable, reasonable or allowable; or, identified as being avoidable (i.e., will not be incurred) through a change in the contractor's practices.
DT-DEF-ACTION-RQST	DATE DEFERRAL ACTION REQUESTED - The date of request by an investigative agency to defer resolution and/or disposition actions on the audit recommendations.
PND-LIT	OPEN PENDING LITIGATION - Indicates that an issue raised by the audit report is being litigated before the ASBCA or a court, and that disposition of the audit report must await a decision from the Board or court, i.e.:

   a. For ASBCA Cases enter BCA plus Docket/Case Number.

   b. For Claims Court Cases enter CC plus Docket/Case Number.

REPORT ELEMENT	ELEMENT DESCRIPTION
	c. For U.S. District Court Cases enter U plus two State Abbreviations plus Docket/ Case Number.
RES-URES	RESOLVED/UNRESOLVED - A one position code used to indicate if the resolution of any differences between the Contracting Officer and the Auditor (concerning the content of the audit report and/or the auditors recommendations if a disagreement existed) were resolved, i.e.:

R   Resolved
U   Unresolved

RESOL-TAR/ACT-DATE	RESOLUTION TARGET/ACTUAL DATE - The target date established by the responsible contracting officer for final resolution of differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommen- dation or if resolved, the date of resolution.
REMARKS	REMARKS - Represent the latest status update on resolution or disposition action(s).
DISPOS-TARGET-DATE	DISPOSITION TARGET DATE - The target date established by the responsible contracting officer for final disposition of the audit report. This date is to be revised as necessary to most accurately reflect the latest status of disposition efforts.

2.6.2.3 UNAF010B - STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORT
        (REPORT CONTROL SYMBOL DD-IG(SA)1580) (REPORTS CLOSED DURING
        PERIOD)

   a. Data Summary

   PURPOSE: To Provide the user with a semiannual (or
                               as required) report listing all
                               reportable audits closed during period.
                               The report is broken down into two
                               categories:

                                  a. Reports listed as overaged in prior
                               report;

                                  b. Other reports closed during period.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Reports Closed During Period

   FREQ/RETENTION: Semiannually/As Required - As Determined
                               Locally

   REPORT LEVEL: DCMC-AC, DCMDs and CAOs

   PAGE BREAK: District, CAO

2.6.2.3 UNAF010B - STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORT
         (REPORT CONTROL SYMBOL DD-IG(SA)1580) (REPORTS CLOSED DURING
         PERIOD) (CONT'D)

  b. Sample Report

****
REPORT NUMBER: UNAF010B

                  STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS
                     (REPORT CONTROL SYMBOL DD-IG(SA)11580)

                        REPORTS CLOSED DURING PERIOD

                       FOR PERIOD ENDING 89 JAN 26
                 DOD COMPONENT: DCMAO DAYTON   (S3605A)

```
                                    DATE
                   REPORT CONTRACTOR TYP   OF    COST QUEST/ COSTS
AUDIT REPORT NO      DATE     NAME    AUD  DISPOS AVOIDANCE SUST/AVOIDED

A.  REPORTS LISTED AS OVERAGED IN PRIOR REPORT:

 SK04              86 10 20  NEW4     1  88 01 19  112,000     112,000

B.  OTHER REPORTS CLOSED DURING PERIOD:

 S1102ASKC10       87 12 03  CNTRL10  L  87 03 20  125,000           0
 S110ZASKC11       88 03 03  CNTRL11  M  89 01 18  125,000           0
 CAFITEST687
 S1102ASKC12 SUP   88 03 03  CNTRL12  A  89 01 18        0           0
```

LAST PAGE
****
                          FIGURE 2.6.2-2

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

AUDIT REPORT NUMBER   AUDIT REPORT NUMBER - The unique
                               identifying number assigned to the audit
                               report by DCAA.

REPORT DATE   DATE OF AUDIT REPORT - The date the audit
                               report was released by DCAA (will be found
                               on the cover page of the audit report, or
                               on the transmittal letter).

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                               division, or company at which the audit was
                               performed.

REPORT ELEMENT	ELEMENT DESCRIPTION

TYP-AUD

TYPE OF AUDIT - A single alpha code designating the types of audits performed by DCAA that will be tracked and, when applicable, reported on by this system, i.e.:

    A - Estimating System Survey
    B - Accounting System Review
    C - Internal Control Review
    D - Defective Pricing Review
    E - Cost Accounting Standards
            Noncompliance Determination
            (includes any subsequent Cost
            Accounting Standards Change Cost
            Impact Reviews)
    F - Operations Audit
    G - Incurred Costs
    H - Settlement of Indirect Cost Rates
    I - Final Pricing Submissions
    J - Termination Settlement Proposals
    K - Equitable Adjustment Claims
    L - Hardship Claims
    M - Escalation Claims
    O - Other

NOTE: Audits relating to forward pricing actions may be tracked using this system or hard copy records maintained in contract files.

DATE OF DISPOS

DATE OF FINAL DISPOSITION - The date on which final disposition of the audit report was achieved, i.e., the auditor's recommendations were implemented via contractual action or the issue as decided.

COST QUEST/AVOIDANCE

COSTS QUESTIONED/COSTS AVOIDANCE - The portion(s) of the contractor's proposed or actual cost identified in the audit report as being not allocable, reasonable or allowable; or, identified as being avoidable (i.e., will not be incurred) through a change in the contractor's practices.

COSTS SUSTAINED/AVOIDED

COSTS SUSTAINED/AVOIDED - That portion of the Cost Questioned/Cost Avoidance (see definition above) actually saved on final disposition of the audit report.

2.6.2.4 UNAF030A - AUDIT REPORT RESOLUTION OVERAGE ALERT

   a. Data Summary

   PURPOSE: To provide the ACO/TCO with an Alert
                                Report identifying audit reports that
                                are 150 days old and will reach their
                                respective resolution target dates in
                                30 days with no resolution date
                                recorded.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Overage Resolution Alert - Standard
                                Paper

   FREQ/RETENTION: Daily - As Determined Locally

   REPORT LEVEL: CAO

   SORT SEQUENCE: ACO-TCO

   PAGE BREAK: ACO-TCO

2.6.2.4 UNAF030A - AUDIT REPORT RESOLUTION OVERAGE ALERT (CONT'D)

  b. Sample Report

```
*********************************************************************
REPORT NUMBER UNAF030A      DATE 83 12 15        CAO C1


                   AUDIT REPORT RESOLUTION OVERAGE ALERT

ACO-TCO  CONTRACTOR NAME   AUD-RPT-NO      DT-AUD-RPT TP-AUD  RES-TRGT-DT

   MC     MATRIN-MARIETTA  1101-2C-558573   83 07 07    A     83 12 31
   MC     MARTIN-MARIETTA  1101-2C-4448890  83 07 01    A     83 12 31
   MC     MARTIN-MARIETTA  1101-2C-5550488  83 07 22    A     83 12 31




*********************************************************************
                        FIGURE 2.6.2-3
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

ACO-TCO   CONTRACTING OFFICER'S CODE - A two digit
                                 code identifying the particular DCMC
                                 contracting officer (ACO or TCO) having the
                                 responsibility for resolution and
                                 disposition of the audit report.

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                                 division, or company at which the audit was
                                 performed.

AUD-RPT-NO   AUDIT REPORT NUMBER - The unique
                                 identifying number assigned to the audit
                                 report by DCAA.

DT-AUD-RPT   DATE OF AUDIT REPORT - The date the audit
                                 report was released by DCAA (will be found
                                 on the cover page of the audit report, or
                                 on the transmittal letter).

TP-AUD   TYPE OF AUDIT - A single alpha code
                                 designating the types of audits performed
                                 by DCAA that will be tracked and, when
                                 applicable, reported on by this system,
                                 i.e.:

```
                              A - Estimating System Survey
                              B - Accounting System Review
                              C - Internal Control Review
                              D - Defective Pricing Review
                              E - Cost Accounting Standards Noncompli-
                                  ance Determination (includes any
                                  subsequent Cost Accounting Standards
                                  Change Cost Impact Reviews)
                              F - Operations Audit
                              G - Incurred Costs
                              H - Settlement of Indirect Cost Rates
                              I - Final Pricing Submissions
                              J - Termination Settlement Proposals
                              K - Equitable Adjustment Claims
                              L - Hardship Claims
                              M - Escalation Claims
                              O - Other
```

NOTE: Audits relating to forward pricing actions may be tracked using this system or hard copy records maintained in contract files.

RES-TRGT-DT   RESOLUTION TARGET DATE - The target date established by the responsible contracting officer for final resolution of differ final resolution final resolution of differences between contracting officer and the auditor concerning the content of the audit report or the auditor's recommendation.

2.6.2.5 UNAF030B - AUDIT REPORT DISPOSITION OVERAGE ALERT

a. Data Summary

PURPOSE: To provide the ACO-TCO with an Alert
                                Report identifying audit reports in the
                                system that will become overaged within
                                the next 30 days.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Overage Disposition Alert - Standard
                                Paper

FREQ/RETENTION: Daily - As Determined Locally

REPORT LEVEL: CAO

SORT SEQUENCE: ACO-TCO

PAGE BREAK: ACO-TCO

2.6.2.5 UNAF030B - AUDIT REPORT DISPOSITION OVERAGE ALERT (CONT'D)

  b. Sample Report

```
********************************************************************
 REPORT NUMBER UNAF030B       DATE 83 12 15        CAO C1

              AUDIT REPORT DISPOSITION OVERAGE ALERT


 ACO-TCO  CONTRACTOR NAME  AUD-RPT-NO    DT-AUD-RPT  TP-AUD  DIS-TRGT-DT


   MC     MARTIN-MARIETTA  1101-2C-558573   83 07 07    A      83 12 31
   MC     MARTIN-MARIETTA  1101-2C-4448890  83 07 01    A      83 12 31
   MC     MARTIN-MARIETTA  1101-2C-5550488  83 07 22    A      83 12 31
```

```
********************************************************************
```
                        FIGURE 2.6.2-4

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

ACO-TCO   CONTRACTING OFFICER'S CODE - A two digit
                                code identifying the particular DCMC
                                contracting officer (ACO or TCO) having the
                                responsibility for resolution and disposi-
                                tion of the audit report.

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                                division, or company at which the audit was
                                performed.

AUD-RPT-NO   AUDIT REPORT NUMBER - The unique identify-
                                ing number assigned to the audit report by
                                DCAA.

DT-AUD-RPT   DATE OF AUDIT REPORT - The date the audit
                                report was released by DCAA (will be found
                                on the cover page of the audit report, or
                                on the transmittal letter).

REPORT ELEMENT   ELEMENT DESCRIPTION

TP-AUD   TYPE OF AUDIT - A single alpha code desig-
                                  nating the types of audits performed by
                                  DCAA that will be tracked and, when
                                  applicable, reported on by this system,
                                  i.e.:

                                    A - Estimating System Survey
                                    B - Accounting System Review
                                    C - Internal Control Review
                                    D - Defective Pricing Review
                                    E - Cost Accounting Standards Noncompli-
                                        ance Determination (includes any
                                        subsequent Cost Accounting Standards
                                        Change Cost Impact Reviews)
                                    F - Operations Audit
                                    G - Incurred Costs
                                    H - Settlement of Indirect Cost Rates
                                    I - Final Pricing Submissions
                                    J - Termination Settlement Proposals
                                    K - Equitable Adjustment Claims
                                    L - Hardship Claims
                                    M - Escalation Claims
                                    O - Other

NOTE: Audits relating to forward pricing actions may be tracked using
this system or hard copy records maintained in contract files.

DIS-TRGT-DT   DISPOSITION TARGET DATE - The target date
                                  established by the responsible contracting
                                  officer for final disposition of the audit
                                  report. This date is to be revised as
                                  necessary to most accurately reflect the
                                  latest status of disposition efforts.

   d. Input Instructions - not applicable.

2.6.2.6 UNAF150A – CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS (OPEN
        REPORTS)

  a. Data Summary

    PURPOSE: To provide DCMC-AC, DCMDs, and CAOs
                                with a current listing of all open
                                reportable audits. The audit reports
                                are broken down into categories of
                                overaged (over 12 months old), reports
                                6-12 months, reports less than 6 months
                                old, reports in litigation, and reports
                                in criminal investigation.

    SOURCE OF DATA: Data Base

    TYPE/MEDIUM: Open Reports

    FREQ/RETENTION   As Required - As Determined Locally

    REPORT LEVEL: DCMC-AC, DCMDs, and CAOs

    SORT SEQUENCE: Audit Report Number

    PAGE BREAK: District, CAO

2.6.2.6 UNAF150A - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS (OPEN
         REPORTS) (CONT'D)

  b. Sample Report, Page 1

```
*************************************************************************
REPORT NUMBER UNAF150A                                        ORG:  JF


                CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS
                              OPEN REPORTS

                     FOR PERIOD ENDING:  26 JAN 89
                     DOD COMPONENT:  DCMAO DAYTON

                                         DT DEF        RESOL  DISPOS
AUDIT REPORT   CONTRACTOR TYP COST QUEST  ACTION PWD  RES/TAK/ACT TARGET
REPORT NO    DATE    NAME    AUD AVOIDANCE  RQST  LIT  URES    DATE    DATE

A.  OVERAGED REPORTS (OVER 12 MONTHS):

S11C2ASKC1 88 01 01  CNTR1    A 100,000 N/A  N    U   88 03 01 88 04 16
REMARKS

S1102ASKC16 87 03 03  CNTR16   D          N/A  N    U   87 09 05 87 09 09
REMARKS:

S1102ASKC4  86 10 24  CNTR4    D          N/A  N    U   87 03 03 87 04 19
REMARKS:

S1102ASKCG  86 06 06  CNTR6    A          N/A  N    R   87 03 16 87 03 16
REMARKS:

S1102ASKC7  84 09 03  CNTR7    A          N/A  N    U   87 09 02 87 09 02
REMARKS:

S1102ASKC8  84 10 10  CNTR8    A          N/A  N    R   87 03 10 87 03 02
REMARKS:

B.  REPORTS 6 - 12 MONTHS OLD:

SKCTEST2    80 03 03  NEW      D          N/A  N    U   88 04 04 88 04 04
REMARKS:

S1102ASKC13 88 03 03  CNTR13   A          N/A  N    R   88 12 12 88 09 05
REMARKS:

*************************************************************************
                              2.6.2-5a
```

2.6.2.6 UNAF150A - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS (OPEN
        REPORTS) (CONT'D)

  Sample Report, Page 2

****
C. REPORTS LESS THAN 6 MONTHS OLD

*CAFUTEST6 89 01 18 CNTR12 A 99,500 N/A N U 89 06 10 89 12 21
S1102ASK012 SUP
REMARKS: NEW AUDIT REPORT NO CAFUTEST6 RESTATES ALL THE ESTIMATING
          DEFICIENCIES

SK03   88 10 19 NEW3 H 200,000 N/A   N   R 89 04 16 89 04 17
REMARKS:

S1102ASK14C 89 01 17 CNTR14 D 50,000   N/A   N   U 89 06 17 89 12 17
REMARKS:

D. REPORTS IN LITIGATION:

SKC2   88 10 18 NEW2   G 100,000 N/A ABCLTR U 89 04 01 89 04 16
REMARKS:

S1102ASKC15 87 03 03 CNTR15 A   0 N/A XXXXXX U 88 03 03 88 09 03
REMARKS:

S1102ASKC9 84 11 12 CNTR12 A   0 N/A S1102A U 87 09 02 87 09 02
REMARKS: 9999

E. REPORTS INVOLVED IN CRIMINAL INVESTIGATION:

NEGATIVE REPORT

LAST PAGE

****
                         FIGURE 2.6.2-5b

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

AUDIT-REPORT NO   AUDIT REPORT NUMBER - The unique identi-
                              fying number assigned to the audit report
                              by DCAA.

REPORT DATE   DATE OF AUDIT REPORT - The date the audit
                              report was released by DCAA (will be found
                              on the cover page of the audit report, or
                              on the transmittal letter).

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                              division, or company at which the audit was
                              performed.

REPORT ELEMENT	ELEMENT DESCRIPTION

TYP-AUD — TYPE OF AUDIT - A single alpha code desig-
nating the types of audits performed by
by DCAA that will be tracked and, when
applicable, reported on by this system,
i.e.:

    A - Estimating System Survey
    B - Accounting System Review
    C - Internal Control Review
    D - Defective Pricing Review
    E - Cost Accounting Standards Noncompli-
          ance Determination (includes any
          subsequent cost Accounting
          Standards Change Cost Impact
          Reviews)
    F - Operations Audit
    G - Incurred Costs
    H - Settlement of Indirect Cost Rates
    I - Final Pricing Submissions
    J - Termination Settlement Proposals
    K - Equitable Adjustment Claims
    L - Hardship Claims
    M - Escalation Claims
    O - Other

NOTE: Audits relating to forward pricing actions may be tracked using
this system or hard copy records maintained in contract files.

COSTS-QUEST-AVOIDANCE — COSTS QUESTIONED/COSTS AVOIDANCE - The
portion(s) of the contractor's proposed or
actual cost identified in the audit report
as being not allocable, reasonable or
allowable; or, identified as being avoid-
able (i.e., will not be incurred) through a
change in the contractor's practices.

DT-DEF-ACTION-RQST — DATE DEFERRAL ACTION REQUESTED - The date
of request by an investigative agency to
defer resolutions and/or disposition
actions on audit recommendations.

PND-LIT — OPEN PENDING LITIGATION - Indicates that an
issue raised by the audit report is being
litigated before the ASBCA or a court, and
that disposition from the audit report must
await a decision from the Board or court.,
i.e.:

    a. For ASBCA Cases enter BCA plus
Docket/Case Number.

    b. For Claims Court Cases enter CC plus
Docket/Case Number.

    c. For U. S. District Court Cases enter
U plus two State Abbreviations plus Docket/
Case Number.

REPORT ELEMENT	ELEMENT DESCRIPTION

RES-URES   RESOLVED/UNRESOLVED - A one position code used to indicate if the resolution of any differences between the Contracting Officer and the Auditor (concerning the content of the audit report and/or the auditors recommendations if a disagreement existed) were resolved, i.e.:

    R   Resolved
    U   Unresolved

RESOL-TAR/ACT-DATE   RESOLUTION TARGET/ACTUAL DATE - The target date established by the responsible contracting officer for final resolution of differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommendation; and, if resolved, the date of resolution.

DIS-TRGT-DT   DISPOSITION TARGET DATE - The target date established by the responsible contracting officer for final disposition of the audit report. This date is to be revised as necessary to most accurately reflect the latest status of disposition efforts. (See also Date of Final Disposition above).

2.6.2.7 UNAF150B - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS
        (CLOSED REPORTS)

a. Data Summary

PURPOSE: To provide the user with a listing of
                             Reportable Audits Closed during period
                             inclusive of latest closing remarks data.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Reports Closed During Period

FREQ/RETENTION: As Required - As Determined Locally

REPORT LEVEL: DCMC-AC, DCMDs, and CAOs

PAGE BREAK: District, CAO

2.6.2.7 UNAF150B - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS
          (CLOSED REPORTS) (CONT'D)

  b. Sample Report

```
************************************************************************
REPORT NUMBER UNAF150B                                          ORG:  JF


              CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS
                             CLOSED REPORTS

                     FOR PERIOD ENDING:  26 JAN 89
                     DOD COMPONENT:  DCMAO DAYTON


     REPORT CONTRACTOR   TYP OF COST QUEST    COST      SUSTAINED
  AUDIT REPORT NO  DATE    NAME    AUD  DISPOS  AVOIDANCE     AVOIDED

A.   REPORTS LISTED AS OVERAGED IN PRIOR REPORT:

SKC4         88 10 20   NEWS       1   88 01 19   112,000   112,000
REMARKS:

B.   OTHER REPORTS CLOSED DURING PERIOD:

S1102ASK010    87 12 03   CNTR10     L   87 01 19   125,000         0
REMARKS:

S1102ASK011    88 03 03   CNTR11     M   89 01 18   125,000         0
REMARKS:

CAPUTL5T6
S110ZASK012 SUP 88 03 03  CNTR12     A   89 01 18         0         0
REMARKS:


LAST PAGE
************************************************************************
                           FIGURE 2.6.2-6
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

AUDIT REPORT NUMBER   AUDIT REPORT NUMBER - The unique
                                identifying number assigned to the audit
                                report by DCAA.

REPORT DATE   DATE OF AUDIT REPORT - The date the audit
                                report was released by DCAA (will be found
                                on the cover page of the audit report, or
                                on the transmittal letter).

CONTRACTOR NAME   CONTRACTOR'S NAME - The name of the plant,
                                division, or company at which the audit was
                                performed.

REPORT ELEMENT	ELEMENT DESCRIPTION

TYP-AUD   TYPE OF AUDIT - A single alpha code the designating types of audits performed by DCAA that will be tracked and, when applicable, reported on by this system, i.e.:

     A - Estimating System Survey
     B - Accounting System Review
     C - Internal Control Review
     D - Defective Pricing Review
     E - Cost Accounting Standards
         Noncompliance
         (includes any subsequent Cost
         Accounting Standards Change Cost
         Impact Reviews)
     F - Operations Audit
     G - Incurred Costs
     H - Settlement of Indirect Cost Rates
     I - Final Pricing Submissions
     J - Termination Settlement Proposals
     K - Equitable Adjustment Claims
     L - Hardship Claims
     M - Escalation Claims
     O - Other

NOTE: Audits relating to forward pricing actions may be tracked using this system; tracking will be accomplished through hard copy records maintained in contract or other files.

DATE OF DISPOS   DATE OF FINAL DISPOSITION - The date on which final disposition of the audit report was achieved, i.e., the auditor's recom-mendations were implemented via contractual action or the issue was decided.

COST QUEST/AVOIDANCE   COSTS QUESTIONED/COSTS AVOIDANCE - The portion(s) of the contractor's proposed or actual cost identified in the audit report as being not allocable, reasonable or allowable; or, identified as being avoid-able (i.e., will not be incurred) through a change in the contractor's practices.

COSTS SUSTAINED/AVOIDED   COSTS SUSTAINED/AVOIDED - That portion of the Cost Questioned/Cost Avoidance (see definition above) actually saved on final disposition of the audit report.

2.6.2.8 UNFA690D - CANCELED FUNDS REPORT

   a. Data Summary

   PURPOSE: To give DCMD visability of contracts
                                 with appropriation which will cancel
                                 at end of the fiscal year.

   TYPE/MEDIUM: Output Paper

   FREQUENCY/RETENTION: Monthly - As locally determined

   SORT SEQUENCE: CAO, ACO, CAGE, and PIIN/SPIIN Terminal
                                 Digit.

   PAGE BREAK: Full page

   TOTAL: Number of Contracts, Number of ACRNs,
                                 Canceling Obligations, WIPs, and ULOs
                                 by CAO and Service

2.6.2.8 UNFA690D - CANCELED FUNDS REPORT (CONT'D)

b. Sample Report

DCMD: NORTH CENTRAL   CANCELLED FUNDS REPORT

ACO CD CAGE CONTRACTOR-NAME	PART /SEC	PIIN	SPIIN	PINV-PRIME- CONTRR-PIIN	K	T	ACRN	FD CD	SUB TRN	--APPROP--	ACRN OBLIG-AMT	ACRN ULO-AMT
GLB 28980 MCDONNELL DOUGLAS CORP	A1	F3361586C1078			2	U	AE	29	57	83600	364000.00	0.01
** CAGE-SUBTOTAL: CONTRACTS:		1	ACRNS:		1		OBLIG:			$364,000.00 ULO:		$0.01
4G420 MCDONNELL DOUGLAS AUTOMATIO	A1	F2960185C0138			2	U	AH	29	57	83600	150322.00	0.01
	A1	F2960187C0068			2	U	AB	29	57	83600	58623.00	0.01
** CAGE-SUBTOTAL: CONTRACTS:		2	ACRNS:		2		OBLIG:			$208,945.00 ULO:		$0.02
76301 MCDONNELL DOUGLAS CORP	A1	F4060085C0001			6	U	AD	29	57	83600	94207.00	0.01
	A1	F3361585C3001			2	U	AF	29	57	83600	105500.00	0.01
	A1	F0960386G1801	SA03		1	Y	AA	30	57	93400	50000.00	0.01
	A1	F0960386G1801	0020		6	Y	AA	30	57	93400	1600000.00	0.01
	A1	F0960386G1801	0021		1	Y	AA	11	57	73010	529867.00	0.01
	A1	F0960386G1801	0022		0	Y	AA	30	57	93400	450000.00	0.01
	A1	F0960386G1801	0023		1	Y	AA	30	57	93400	960000.00	0.01
					1	Y	AB	30	57	93400	80000.00	0.01
	A1	F0960386G1801	0024		1	Y	AA	30	57	93400	60000.00	0.01
	A1	F0960386G1801	0026		1	Y	AA	30	57	93400	140000.00	0.01
					1	Y	AB	30	57	93400	10000.00	0.01
	A1	F0960386G1801	0027		0	Y	AA	30	57	93400	200000.00	0.01
	A1	F0960386G1801	0028		0	Y	AA	30	57	93400	80000.00	0.01
	A1	F0960386G1801	0029		0	Y	AA	30	57	93400	585000.00	0.01
					0	Y	AB	30	57	93400	65000.00	0.01
	A1	F0960386G1801	0031		0	Y	AA	30	57	93400	87850.00	0.01
					0	Y	AB	30	57	93400	8000.00	0.01
	A1	F0960386G1801	0034		6	Y	AA	30	57	93400	90000.00	0.01
					6	Y	AB	30	57	93400	10000.00	0.01
	A1	F0960386G1801	0035		0	Y	AA	30	57	93400	13665.00	0.01
					0	Y	AB	30	57	93400	28133.00	0.01
	A1	F4260085D4602	0014		6	Y	AE	29	57	83600	10000.00	0.01
	A1	F3361584C3003			2	U	AE	29	57	83600	79785.00	0.01
	A1	F3361587C3804			2	U	AB	29	57	83600	80412.00	0.01
	A1	F3361586C3805			2	U	AB	29	57	83600	105078.00	0.01
	A1	F3361587C3212			2	U	AB	29	57	83600	42500.00	0.01
	A1	F3361587C2817			2	U	AD	29	57	83600	75269.00	0.01
	A1	F4260087D1620	0017		0	Y	AA	11	57	73010	66392.85	0.01
	A1	F4260087D1621	0012		1	J	AA	30	57	93400	161587.71	0.01
	A1	F3361585C5024			2	U	AD	29	57	83600	35000.00	0.01

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
CAO-ORG-CD	The designator for the Contract Administration Office responsible for the contract.
ACO-CD	The designator for the Administrative Contracting Officer who is responsible for the contract.
CAGE	The designator for the contractor awarded the contract.
CONTRACTOR-NAME	The name of the contractor awarded the contract.
PART/SEC	The CAR Part Number identifies to the MOCAS user level of administration and the section number identifies where the contract is in the Administrative life-cycle.
PIIN	The number assigned to the contract or agreement when it was awarded.
SPIIN	The call/order number for BOAs or Indefinite Delivery Contracts.
PINV-PRIME-CONTRR-PIIN	The Primary Contract Number associated with a support contract.
K	The kind of contract code reflects the basic intent of the contract.
T	The type of contract identifies the specific kind of contract pricing provisions.
ACRN	The Accounting Classification Reference Number assigned to a particular fund on the contract.
FD-CD	The designator assigned to a particular division of funds.
SUBTRN	The Sub-Trans Code is a MOCAS designator used to identify the disposition of the funds for the ACRN. (See below.)

    A - Advance Payments
    D - Discounts
    H - Withholds
    L - Liquidated Damages
    Q - Quantity Variation
    T - Transportation/Postage
    W - Work-in-Progress (Progress Payments)
    Blank - Basic Obligation

REPORT ELEMENT	ELEMENT DESCRIPTION
APPROP	The ten position Appropriation from which the funds where distributed. If the fund code is no longer on the MOCAS appropriation file the report displays the message * NO APRS *.
ACRN-OBLIG-AMT	The ACRN Obligation amount recorded in the MOCAS data base at the time the report was produced.
ACRN-ULO-AMT	The current ACRN Unliquidated Obligation amount recorded in the MOCAS data base at the time the report was produced.

There is a subtotal line for each CAGE and then ACO.

CONTRACTS	The total number of contracts that have funds that will cancel at fiscal year end.
ACRNS	The total number of ACRNS on the contracts for which the funds cancel at fiscal year-end.
OBLIG	The total obligation for all ACRNs for which the funds will cancel at fiscal year-end.
ULO	The total outstanding unliquidated obligations for the ACRNs that will cancel at fiscal yearend.

At the end of the report is a CAO Summary which lists:

AFFECTED-CONTRACTS	The number of contracts containing funds that will cancel at fiscal yearend.
AFFECTED-ACRNS	The number of ACRNs containing funds that will cancel at fiscal yearend.
TOTAL-OBLIG-AMT	The total obligation for all ACRNs for which the funds will cancel at fiscal year-end.
TOTAL-ULO	The total outstanding unliquidated obligations for the ACRNs that will cancel at fiscal yearend.
TOTAL-WIP	The total outstanding progress payments to be recouped on ACRNs for which the funds will cancel at fiscal yearend.
ARMY-ULO AIR-FORCE-ULO DLA-ULO NAVY-ULO	The unliquidated obligations by service for the appropriations that will cancel at fiscal yearend

There is an additional break-out that identifies the number of contracts and ULO of funds to be canceled by Part Number within Section Number.

2.6.2.9 UNFA690E - CANCELED FUNDS REPORT - DISTRICT SUMMARY

a. Data Summary

PURPOSE: To summarize for DCMD the number of
                                  contracts, of ACRNs and dollars about
                                  to cancel.

TYPE/MEDIUM: Output Paper

FREQUENCY/RETENTION: Monthly - As Locally Determined

SORT SEQUENCE: CAO

PAGE BREAK: Full page

2.6.2.9 UNFA690E – CANCELED FUNDS REPORT – DISTRICT SUMMARY (CONT'D)

b. Sample Report

DISTRICT SUMMARY - NORTH CENTRAL

CAO-ORG-CD	NO-OF-CONTRACTS	NO-OF-ACRNS	OBLIGATION	ULO	WIP
GB	169	400	$71,820,536,571.22	$558,967.54	$4,024,396.29-
ARMY-ULO:	$380,463.39 AF-ULO:		$48,919.78- DLA-ULO:	$213,753.12- NAVY-ULO:	$441,177.05
GN	1	1	$24,000.00	$0.01	$0.00
ARMY-ULO:	$0.00 AF-ULO:		$0.00 DLA-ULO:	$0.00 NAVY-ULO:	$0.01
YB	38	73	$79,112,393,502.74	$0.73	$669,945.23-
ARMY-ULO:	$0.00 AF-ULO:		$0.73 DLA-ULO:	$0.00 NAVY-ULO:	$0.00
YD	2	2	$2,406,677.00	$0.02	$0.00
ARMY-ULO:	$0.00 AF-ULO:		$0.01 DLA-ULO:	$0.00 NAVY-ULO:	$0.01
YE	5	9	$49,543,387.60	$0.09	$884,064.92-
ARMY-ULO:	$0.00 AF-ULO:		$0.07 DLA-ULO:	$0.00 NAVY-ULO:	$0.02
YG	17	33	$85,894,183,437.94	$0.32	$27,041,482.84-
ARMY-ULO	$0.00 AF-ULO:		$0.31 DLA-ULO:	$0.01 NAVY-ULO:	$0.00
YH	58	82	$226,026,587.17	$27,221.89	$139,102.29-
ARMY-ULO:	$4,701.88- AF-ULO:		$35,591.68- DLA-ULO:	$100,000.02 NAVY-ULO:	$32,484.57-
YL	62	101	$149,222,792,493.40	$5,000,001.00	$7,719,088.39-
ARMY-ULO:	$0.00 AF-ULO:		$5,000,001.00 DLA-ULO:	$0.00 NAVY-ULO:	$0.00
YS	2	2	$3,500,000.00	$0.02	$0.00
ARMY-ULO:	$0.00 AF-ULO:		$0.01 DLA-ULO:	$0.01 NAVY-ULO:	$0.00

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
DCMD	The name of the DCMC District.
CAO-ORG-CD	The designator for the Contract Administration Office responsible for the contract.
NO-OF-CONTRACTS	The number of contracts containing funds that will cancel at fiscal yearend.
NO-OF-ACRNS	The number of ACRNs containing funds that will cancel at fiscal yearend.
OBLIGATION	The total obligation for all ACRNs for which the funds will cancel at fiscal year-end.
WIP	The total outstanding progress payments to be recouped on ACRNs for which the funds will cancel at fiscal yearend.
ULO	The total outstanding unliquidated obligations for the ACRNs that will cancel at fiscal yearend.
ARMY-ULO AF-ULO DLA-ULO NAVY-ULO	The unliquidated obligations by service for the appropriations that will cancel at fiscal yearend for each CAO.

2.6.2.10 UNFM300B – CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT

a. Data Summary

PURPOSE: The purpose of this report is to
                             provide a daily total of validations
                             performed on each Progress Payment
                             Request (SF Form 1443/DD Form 1195).

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: As Requested

SORT SEQUENCE: Routing Code/Requester

PAGE BREAK: Full Page

TOTAL: Amount provided; CLR ULO: CLR WIP
                             balance; calculated limit.

2.6.2.10   UNFM300B - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT
           (CONT'D)

   b. Sample Report, Page 1

```
**************************************************************************************************
REPORT NUMBER UNFM300B        DATE 94 JUN 21    CAO CODE GB    PAGE 0001

              CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT
REQUESTER: HETRICK                              ROUTING CODE:  GB
ACO GEE CAGE 89342 CONTRACTOR NAME SUNSTRAND AVIATION BUS-CODE C ADPE NO 937432
P11N N00104 94 C 2579 CALL/ORDER PROG PAY REQ NO OO2 FMS Y PROG PAY REQ DATE 94 JUN 12 RGS
C000001
VALIDATION OF PROGRESS PAYMENT REQUEST INPUT DOLLARS CALCULATED AMOUNT   ERROR MESSAGE STATUS
            SECTION II
5    CONTRACT DOLLAR VALUE       350 000 000 000 400   000 000 000 OBLIGATED AMT GREATER THAN
                                                                    INPUT
6A   PROGRESS PAYMENT RATE              .850                .800 DATA BASE % DIFFERS FROM INPUT
6B   LIQUIDATION RATE                   .850                .800 DATA BASE % DIFFERS FROM INPUT
8A   PROGRESS PAYMENT REQUEST NUMBER     003                 001 PREVIOUS PP NOT PAID TO DATE
9    PAID COST ELIGIBLE DOLLARS    142 872 133
10   INCURRED COST ELIGIBLE DOLLARS   3 423 678
11   TOTAL COST ELIGIBLE          147 837 322     146 295 811 ITEM 9 + 10 UNEQUAL TO ITEM 11
12A  TOTAL COST INCURRED TO DATE  147 837 322
  B  ESTIMATED ADDITIONAL COST TO
        COMPLETE                  400 325 397 138
13   ITEM 11 MULTIPLIED BY ITEM 6A 125 661 724    117 036 649 ITEM 11 TIMES 6A INVALID
14A  PROGRESS PAYMENTS TO             321 009
       SUBCONTRACTORS
  B  LIQUIDATED PROGRESS PAYMENTS TO      00
       SUBCONTRACTORS
  C  UNLIQUIDATED PROGRESS PAYMENTS TO  333 009         321 009 ITEM 14A LESS 14B INCORRECT
       SUBCONTRACTORS
  D  SUBCONTRACTOR PROG BILLINGS APPROVED   00
       FOR CURRENT PAY
  E  ELIGIBLE SUBCONTRACTOR PROGRESS   333 009         321 009 ITEM 14C PLUS 14D INCORRECT
       PAYMENTS
15   TOTAL DOLLAR AMOUNT           125 994 733     117 357 658 ITEM 13 PLUS 14E INCORRECT
16   ITEM 5 MULTIPLIED BY ITEM 6B 297 500 000 000 320 000 000 000 ITEM 5 TIMES 6B INCORRECT
17   LESSER OF ITEM 15 OR ITEM 16 125 994 733     117 357 658 TOTAL LINE 17 INCORRECT
18   TOTAL AMT OF PREVIOUS PROG       587 274          00 DATA BASE AMT DIFF FROM INPUT
       PAY REQUESTED
19   MAXIMUM BALANCE ELIGIBLE FOR  125 407 459     117 357 658 ITEM 17 LESS ITEM 18
       PROGRESS PAYMENT                                        INCORRECT
             SECTION III
20A  COST OF ITEMS DEL/INV/ACCEPTED   200 000
  B  COST ON UNDEL ITEMS AND DEL   147 637 322     146 095 811 ITEM 11 LESS 20A INCORRECT
       ITEMS NOT INV/ACCEPTED
  C  COST UNDEL TIMES PROGRESS     125 491 724     116 876 649 ITEM 20B TIMES 6A INCORRECT
       PAYMENT RATE
  D  UNLIQUIDATED PROGRESS PAYMENTS    333 009         321 009 ITEM 20D DOES NOT EQUAL 14E
       TO SUBCONTRACTORS
  E  LIMITATION A(3) (I)           125 491 724     116 876 649 ITEM 20C PLUS 20D INCORRECT
 21A CONTRACT PRICE OF ITEMS DEL/   110 000 000
       ACCEPTED/INV
  B  CONTRACT PRICE OF ITEMS NOT  49 999 890 000  399 999 890 000 ITEM 5 LESS 21A INCORRECT
       DEL/ACCEPTED/INV
  C  CONTRACT PRICE OF ITEMS NOT 297 499 906 500 319 999 912 000 ITEM 21B TIMES 6B INCORRECT
       DEL TIMES LIQUIDATION RATE
  D  UNLIQUIDATED ADVANCE PAYMENTS       00
       PLUS INTEREST
  E  LIMITATION A(3)(II)          297 499 906 500 319 999 912 000 ITEM 21C LESS 21D INCORRECT
22   MAXIMUM UNLIQUIDATED          125 491 724     116 876 649 TOTAL LINE 22 INCORRECT
       PROGRESS PAYMENTS
23   AMOUNT APPLIED TO REDUCE          00
       PROGRESS PAYMENT AMOUNT
24   UNLIQUIDATED PROGRESS PAYMENTS    587 274          00 ITEM 18 LESS 23 INCORRECT
25   MAXIMUM PERMISSIBLE PROGRESS   124 904 450     116 876 649 ITEM 22 LESS 24 INCORRECT
       PAYMENTS
26   AMOUNT OF INVOICE FOR PROGRESS 124 904 450     116 876 649 TOTAL LINE 26 INCORRECT
       PAYMENT
**************************************************************************************************
                      FIGURE 2.6.2-10a
```

2.6.2.10 UNFM300B - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT
          (CONT'D)

  Sample Report, Page 2

```
****************************************************************************************************
REPORT NUMBER UNFM300B        DATE 94 JUN 21    CAO CODE GB     PAGE 0001

                  CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT

REQUESTER: HETRICK                                    ROUTING CODE:  GB
ACO GEE CAGE 89342 CONTRACTOR NAME SUNSTRAND AVIATION BUS-CODE C ADPE NO 937432
P11N N00104 94 C 2579 CALL/ORDER PROG PAY REQ NO OO2 FMS Y PROG PAY REQ DATE 94 JUN 12 RGS
C000001

CALCULATION OF REQUIRED LIMITATIONS CONTRACT PRICE  400 000 000 000 TOTAL-AMT-PREV-PP-REQ 000 000
000 000
LIMITATIONS                              CALC LIMIT    REVISED LIMIT    ERROR MESSAGE STATUS

PROGRESS PAYMENT LIMITATION BASED ON PRICE 320 000 000 000
PROGRESS PAYMENT LIMITATION BASED ON COST    117 369 658
MAXIMUM UNLIQ PP BASED ON COST               117 197 658
MAXIMUM UNLIQ PP BASED ON PRICE          319 912 000 000
FAIR-VALUE LIMIT BASED ON COST               149 320 443
FAIR-VALUE LIMIT BASED ON PRICE          319 999 912 000
LOSS CONTRACT LIMITATION                 400 473 234 460

COMPUTATION OF LOSS RATIO

CONTRACT DOLLAR VALUE 400 000 000 000  ITEM 12A PLUS 12B   400 473 234 460    LOSS RATIO  .9988

      DATA ELEMENT CHANGED             CALCULATED DOLLARS        REVISED DOLLARS


9   PAID COST ELIGIBLE DOLLARS              142 872 133             142 700 687
10  INCURRED COST ELIGIBLE                    3 423 678               3 419 570
11  TOTAL COST ELIGIBLE                     146 295 811             146 120 257
12A TOTAL COST INCURRED TO DATE             147 837 322             147 659 918
12B ESTIMATED ADDITIONAL COST TO COMPLETE 400 325 397 138         399 845 006 662
13  ITEM 11 MULTIPLIED BY ITEM 6A           117 036 649             116 896 206
15  TOTAL DOLLAR AMOUNT                     117 357 658             117 216 829
17  LESSER OF ITEM 15 OR ITEM 16           117 357 658             117 216 829
19  MAXIMUM BALANCE ELIGIBLE FOR PROGRESS   125 407 459             117 216 829
      PAYMENTS
20A COST OF ITEMS DEL/INV/ACCEPTED             200 000                 199 760
  B COST OF UNDELIVERED AND DEL ITEMS NOT   146 095 811             145 920 497
      INV/ACCEPTED
  C ITEMS 20B MULTIPLIED BY ITEM 6A         116 876 649             116 736 398
  E LIMITATION A(3)(1)                      116 876 649             116 736 398
22  MAXIMUM UNLIQUIDATED PROGRESS PAYMENTS  116 876 649             116 736 398
25  MAXIMUM PERMISSIBLE PROGRESS PAYMENTS   116 876 649             116 736 398
26  AMOUNT OF CURRENT INVOICE FOR PROGRESS  124 904 450             116 736 398
      PAYMENTS

****************************************************************************************************
```
                        FIGURE 2.6.2-10b

2.6.2.10 UNFM300B - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT
        (CONT'D)

  Sample Report, Page 3

```
****************************************************************************************************
REPORT NUMBER UNFM300B    DATE 94 JUN 21    CAO CODE GB        PAGE 0001

                    CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT
REQUESTER:  HETRICK                              ROUTING CODE:  GB
ACO GEE        CAGE 89342 CONTRACTOR NAME SUNSTRAND AVIATION BUS-CODE C ADPE NO 937432
P11N N00104 94 C 2579 CALL/ORDER PROG PAY REQ NO OO2 FMS Y PROG PAY REQ DATE 94 JUN 12 RGS
C000001

VALIDATION OF COUNTRY CODE DISTRIBUTION FOR FMS REQUIREMENTS

COUNTRY       AMOUNT    ACRN    COUNTRY CODE      COUNTRY CODE CALCULATED      ERROR MESSAGES
CODE          PROVIDED                  ULO          BALANCE     LIMIT

IS        904 450  AA  200 000 000 000   00   160 000 000 000

UK   124 000 000  **  200 000 000 000   00   160 000 000 000

TOTAL 124 904 450      400 000 000 000   00   320 000 000 000


GENERAL ERROR MESSAGES

CONTRACT IN REDUCTION OF P/P STATUS




****************************************************************************************************
                              FIGURE 2.6.2-10c
```

  c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNFM300B	Contract Administration Progress Payment Report.
DATE	Date of the Report (YY MMM DD).
CAO CODE	Contract Administration Office Code - The code that identifies the Contract Administration Office.
RGS	Reading Group Specialist - The code identifies the person who input the Progress Payment Request.

REPORT ELEMENT	ELEMENT DESCRIPTION
ACO	Administrative Contracting Officer - The three position code which uniquely identifies a particular Administrative Contracting Officer.
CAGE	Commercial and Government Entity - The five position code which identifies the contractor.
CONTRACTOR NAME	The name of the contractor requesting the Progress Payment.
BUS-CODE	Business Code - A code which identifies the size and type of business. For example, B is a small business and C is a large business. See Appendix A6 of DoD 4000.25-5-M for a complete list of valid codes.
ADPE NO	Automatic Data Processing Equipment Number - The number DFAS uses to uniquely identify a particular occurrence of an invoice.
PIIN	Procurement Instrument Identification Number - The contract number.
CALL/ORDER	The supplemental number which identifies a specific order against a basic agreement or contract.
PROG PAY REQ	Progress Payment Request - The number of the progress payment request as shown in block 8A of the SF 1443/DD 1195.
FMS	United States/Foreign Military Sales Indicator - A blank indicates the PPR is for US requirements, a Y indicates the PPR is for FMS requirements.
PROG PAY REQ DATE	Progress Payment Request Date - The date the contractor requested the Progress Payment.
RGS	Reading Group Specialist - The code identifies the person who input the Progress Payment Request.
VALIDATION OF PROGRESS PAYMENT REQUEST	The line numbers and description of the line found on the SF1443 or DD1195 forms.

NOTE: COLUMN HEADINGS WILL BE DISCUSSED. INDIVIDUAL FIELDS WILL NOT BE DISCUSSED.

REPORT ELEMENT	ELEMENT DESCRIPTION
INPUT DOLLARS	The dollar amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED AMOUNT	The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR MESSAGE STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.
CONTRACT PRICE	The obligated amount for either the U.S. or FMS portion of the contract.
TOTAL-AMT-PREV-PP-REQ	Total Amount of Previous Progress Payment Request - The total amount for either U.S. or FMS Progress Payments which has been paid to the contractor.
LIMITATIONS	The various limits above which Progress Payments may not be paid.
CALC LIMIT	Calculated Limit - The limitation based on the calculated amounts for the various lines of the Progress Payment Request.
REVISED LIMIT	If payment of the current PPR would cause a limitation to be exceeded, the amount of that limitation will appear in this column.
ERROR MESSAGE STATUS	If the system calculates a different amount, an error message should display explaining why the revised limit does not agree with the calculated limit.
CONTRACT DOLLAR VALUE	The obligated amount for either the U.S. or FMS portion of the contract.
ITEM 12A PLUS 12B	The total costs which the contractor expects to have incurred by the end of the contract.
LOSS RATIO	The ratio which applies to the loss. It is calculated by dividing item 12a plus 12b into the contract dollar value.
DATA ELEMENT CHANGED	The line items on form SF 1443 or DD 1195 which are used in figuring the loss calculation.
CALCULATED DOLLARS	The calculated amount for the line except lines 19 and 26 which show the actual amount the contractor requested.

REPORT ELEMENT	ELEMENT DESCRIPTION
REVISED DOLLARS	The revised amount obtained by applying the loss ratio to the calculated amount.
COUNTRY CODE	A two digit code that identifies the country for whom the supplies or services are being purchased.
AMOUNT PROVIDED	The amount of the progress payment which the contractor has requested which applies to a specific country code.
ACRN	Accounting Classification Record Number - A two digit code which identifies a long line accounting appropriation. ** means that more than one ACRN applies to the specific country code.
COUNTRY CODE ULO	Country Code Unliquidated Obligation - The amount of the unliquidated obligation (funds not yet expended) that applies to a specific country code.
COUNTRY CODE BALANCE	The portion of the unliquidated progress payments which applies to a specific country code.
CALCULATED LIMIT	The limitation above which progress payments may not be paid for a specific country code.
GENERAL ERROR MESSAGES	An error message that applies to the entire PPR rather than to a specific line or limitation.

2.6.2.11 UNFM310A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW
          REPORT

   a. Data Summary - This report notifies the ACO when the periodic
review and evaluation is to be performed on contracts which authorize
Progress Payments.

   PURPOSE: This report is used as a suspense
                                 document to alert the ACO that the
                                 review is to be performed.

   TYPE/MEDIUM: Output Paper

   FREQ/RETENTION: As Requested

   SORT SEQUENCE: CAO, ACO, CAGE, PIIN, SPIIN

   PAGE BREAK: CAGE level

2.6.2.11 UNFM310A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW
        REPORT (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UNFM310A    DATE 94 JUN 05    CAO CODE JN    PAGE 0056

REQUESTER:  HETRICK                          ROUTING CODE:  JN

              CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW REPORT

ACO  SW4    BEGINNING DATE  94 MAY 29        ENDING DATE  94 JUN 01

CAGE    5P123    CONTRACTOR NAME    MANCELONA METAL PRODUC    BUS CODE   B

                    DATE        REVIEW        SR
PIIN          SPIIN  OF ALERT   DATE         CODE

DAAE0793C0141          94 MAY 31  94 APR 15     3  45 DAYS PAST REVIEW DATE, 15
                                                   DAYS UNTIL PAYMENTS STOP
DAAE0788C1349          94 MAY 31  94 MAY 15     3  15 DAYS PAST REVIEW DATE, 46
                                                   DAYS UNTIL PAYMENTS STOP
```

```
*************************************************************************
                          FIGURE 2.6.2-11
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER   Contract Administration Progress
UNFM310A   Payment Review Report.

DATE   The date of the report in YY MMM DD
                                format.

CAO CODE   Contract Administration Office Code -
                                The code which identifies the Contract
                                Administration Office.

REQUESTER   The person requesting the report. May
                                be the person's name or an office
                                symbol.

REPORT ELEMENT	ELEMENT DESCRIPTION
ROUTING CODE	The org code of the office to which the report is being sent.
ACO	Administrative Contracting Officer - The code which identifies the contracting officer responsible for administering the contract.
CAGE	Commercial and Government Entity - The code which identifies a specific contractor.
CONTRACTOR NAME	The name of the contractor to whom the contract was awarded.
BUS CD	Business Code - The one position MILSCAP code which identifies the type of business. For example C is large business. See Appendix A6 of DoD 4000.25-5-M for a list of valid codes.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
DATE OF ALERT	The date the alert was issued.
REVIEW DATE	The date the periodic review is scheduled to be performed.
SR CODE	Status Review Code - This code indicates how often a periodic review should be performed. 1 is yearly, 2 is twice a year and 3 is quarterly.

2.6.2.12 UNFM320A - PAYMENT NOTIFICATION ON PROGRESS PAYMENT REQUESTS

   a. Data Summary - This report will be used by the ACO as a record of progress payment activity for each contract authorized progress payments which are automatically paid.

PURPOSE:	Provides a record of Progress Payments made on individual contracts that are automatically paid.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	As Required
SORT SEQUENCE:	PIIN, SPIIN

2.6.2.12 UNFM320A - PAYMENT NOTIFICATION ON PROGRESS PAYMENT REQUESTS
         (CONT'D)

  b. Sample Report

```
*********************************************************************************************************
REPORT NUMBER UNFM320A  DATE 94 JUN 03   CAO CODE LB        PAGE 0001

                PAYMENT NOTIFICATION ON PROGRESS PAYMENT REQUESTS

ACO  CC4

CAGE 21205  CONTRACTOR NAME  OPTIC-ELECTRONIC CORP  BUS CODE C  DATE PAID  94 JUN 03

--------CURRENT PAYMENT DATA--------  -------------CURRENT FUND STATUS------------------
 P/P  AMOUNT        OBLIGATI      UNLIQUIDATED     UNLIQUIDATED    PROG PAYMENT  CUMULATIVE
P I I N SPIIN  CC NO PAID   AMOUNT    OBLIGATION    PROG PAYMENTS REMAINING      P/P PAID
N00104 94 C5359      JA  001 38,062   210,240       210,240       38,062-  130,130   38,062
N00104 94 C5359      CN  001 10,000   100,000       100,000       10,000-   70,000   10,000

CONTRACT TOTAL US             338,382       338,382         00    270,705       00
CONTRACT TOTAL FMS            310,240       310,240     48,062-    200,130   48,062
```

```
*********************************************************************************************************
                        FIGURE 2.6.2-12
```

  c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNFM320A	Payment Notification of Progress Payment Requests.
DATE	The date of the report in YY MMM DD format.
CAO CODE	Contract Administration Office Code - The code which identifies the Contract Administration Office.
ACO	Administrative Contracting Officer - The code which identifies the contracting officer responsible for administering the contract.
CAGE	Commercial and Government Entity - The code which identifies a specific contractor.

REPORT ELEMENT	ELEMENT DESCRIPTION
CONTRACTOR NAME	The name of the contractor to whom the contract was awarded.
BUS CD MILSCAP	Business Code - The one position code which identifies the See Appendix A6 of DoD 4000.25-5-M for a list of valid codes.
DATE PAID	The date the payment was issued to the contractor.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
CC	Country Code - If the payment applied to US funds, US will appear here. Otherwise, the applicable FMS country code will appear here.
P/P NO	Progress Payment Number - This is the Progress Payment Number of the Progress Payment paid.
AMOUNT PAID	This is the amount of money paid to the contractor.
OBLIGATION AMOUNT	The dollar amount of the contract which has been funded.
UNLIQUIDATED OBLIGATION	The amount of the contract which has not yet been paid to the contractor, excluding Progress Payments paid.
UNLIQUIDATED PROG PAYMENTS	Unliquidated Progress Payments - The amount of Progress Payments which have been paid but have not yet been recouped.
PROG PAYMENT REMAINING	Progress Payments Remaining - The amount of Progress Payments which could yet be disbursed up to the Progress Payment limit.
CUMULATIVE P/P PAID	The total amount of Progress Payments paid on the contract to date.

2.6.2.13 UNFM350A - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS

   a. Data Summary - This report summarizes all errors, including input errors, for all Progress Payments which were processed during the nightly cycle.

PURPOSE:	Provides a summary of errors (input or contractor) at the progress payment request level, the CAGE level, the ACO level, and the CAO level. This report should be used by management personnel to monitor the Progress Payment System.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Daily (provided some PPRs failed to pass MOCAS validation)/As Required
SORT SEQUENCE:	CAO/ACO

2.6.2.13 UNFM350A - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS (CONT'D)

  b. Sample Report

```
*********************************************************************************
REPORT NUMBER UNFM350A   DATE 94 JUN 03   CAO CODE GB        PAGE 1

ACO:  GC2         AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS

PROG PAY REQUEST               ERROR MESSAGES

N00383 94 C 1111          N77  N74
001A US

DAAE07 94 G1112 0001      N77  N74  N03
002  FMS

N00104 92 C 1327          N77  N74  N12  N03
005  US

DLA500 93 C 8654          N77  N74  N12  N66
027  US

N00014 90 C 8657          N77  N74  N21
035  US

88219  GNB INCIND BATTERY DIV     TOTAL ERRORS BY CAGE:  88219

TOTAL PPRS - 5
2 N03 - OBLIGATED AMT DIFF FROM INPUT   1 N66 - NO P/P MASTER ESTABLISHED FOR THIS
1 N21 - ITEM 5 LESS 21A INCORRECT              CONTRACT
5 N77 - PERIODIC REVIEW NOT PERFORMED   2 N12 - ITEM 5 TIMES 6B INCORRECT
        IN 61 DAYS                      5 N74 - CONTRACT IN REDUCTION OF P/P STATUS

PROG PAY REQUEST               ERROR MESSAGES

DLA700 94 C 8632          N03  N21  N77  N66  N12  N74

93746  TRW INC.                    TOTAL ERRORS BY CAGE:  93746

TOTAL PPRS - 1
1 N03 - OBLIGATED AMT DIFF FROM INPUT  1 N66 - NO P/P MASTER ESTABLISHED FOR THIS
CONTRACT
1 N21 - ITEM 5 LESS 21A INCORRECT      1 N12 - ITEM 5 TIMES 6B INCORRECT
1 N77 - PERIODIC REVIEW NOT PERFORMED  1 N74 - CONTRACT IN REDUCTION STATUS
        IN 61 DAYS OF P/P

                             TOTAL ERRORS BY ACO CODE:  GC2
TOTAL PPRS - 6
3 - OBLIGATED AMT DIFF FROM INPUT    2 - NO P/P MASTER ESTABLISHED FOR THIS CONTRACT
2 - ITEM 5 LESS 21A INCORRECT        3 - ITEM 5 TIMES 6B INCORRECT
6 - PERIODIC REVIEW NOT PERFORMED    6 - CONTRACT IN REDUCTION OF P/P STATUS
    IN 61 DAYS
*********************************************************************************
                         FIGURE 2.6.2-13
```

NOTE: ONLY ONE PAGE OF THIS REPORT IS SHOWN. THE PAGE CONTAINING
TOTALS BY CAO WILL APPEAR AT THE END OF THE REPORT.

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNFM350A	Automated Progress Payment Error Analysis.
DATE	The date the report was produced in YY MMM DD format.
CAO CODE	Contract Administration Office Code - The code which identifies the Contract Administration Office.
ACO	Administrative Contracting Officer - The code which identifies the Administrative Contracting Officer.
PROG PAY REQUEST	Progress Payment Request - Consists of the contract number, call/delivery order number, request number and US/FMS Indicator.
ERROR MESSAGES	The actual error message number that corresponds with the error message on the UNFM300A or UNFM300B Report. One or more error messages could print or count twice on the same contract.
TOTAL PPRS	Total Progress Payment Requests - The number of Progress Payment Requests which rejected for a particular contractor, ACO or CAO today.
TOTAL ERRORS BY CAGE	The number of occurrences of each particular error is summarized at the contractor level.
TOTAL ERRORS BY ACO CODE	The number of occurrences of each particular error is summarized at the ACO level.
TOTAL ERRORS BY CAO	The number of occurrences of each particular error is summarized at the CAO level.

2.6.2.14 UNFM350B - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS -
          DISTRICT SUMMARY

   a. Data Summary - This report summarizes all errors, including input
errors, for all Progress Payments which were processed during the
nightly cycle.

PURPOSE:	Provides a summary of errors (input or contractor) at the progress payment request level, the CAGE level, the ACO level, the CAO level and the district level. This report should be used by management personnel to monitor the Progress Payment System.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Daily (provided some PPRs failed to pass MOCAS validation)/As Required
SORT SEQUENCE:	CAO/ACO

2.6.2.14 UNFM350B - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS -
          DISTRICT SUMMARY (CONT'D)

  b. Sample Report

```
************************************************************************************************
REPORT NUMBER UNFM350B  DATE 94 JUN 03   CAO CODE GB          PAGE 1

ACO:  GC2  AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS - DISTRICT SUMMARY

PROG PAY REQUEST                ERROR MESSAGES

N00383 94 C 1111            N77  N74
001A US

DAAE07 94 G1112 0001        N77  N74  N03
002  FMS

N00104 92 C 1327            N77  N74  N12  N03
   **005  US

DLA500 93 C 8654            N77  N74  N12  N66
027  US

N00014 90 C 8657            N77  N74  N21
035  US


88219  GNB INCIND BATTERY DIV      TOTAL ERRORS BY CAGE:  88219

TOTAL PPRS - 5
2 N03 - OBLIGATED AMT DIFF FROM INPUT  1 N66 - NO P/P MASTER ESTABLISHED FOR THIS CONTRACT
1 N21 - ITEM 5 LESS 21A INCORRECT      2 N12 - ITEM 5 TIMES 6B INCORRECT
5 N77 - PERIODIC REVIEW NOT PERFORMED  5 N74 - CONTRACT IN REDUCTION OF P/P STATUS
        IN 61 DAYS

PROG PAY REQUEST                ERROR MESSAGES

DLA700 94 C 8632            N03  N21  N77  N66  N12  N74

93746  TRW INC.                  TOTAL ERRORS BY CAGE:  93746

TOTAL PPRS - 1
1 N03 - OBLIGATED AMT DIFF FROM INPUT  1 N66 - NO P/P MASTER ESTABLISHED FOR THIS CONTRACT
1 N21 - ITEM 5 LESS 21A INCORRECT      1 N12 - ITEM 5 TIMES 6B INCORRECT
1 N77 - PERIODIC REVIEW NOT PERFORMED  1 N74 - CONTRACT IN REDUCTION OF P/P STATUS
        IN 61 DAYS

                          TOTAL ERRORS BY ACO CODE:  GC2

3 - OBLIGATED AMT DIFF FROM INPUT     2 - NO P/P MASTER ESTABLISHED FOR THIS CONTRACT
2 - ITEM 5 LESS 21A INCORRECT         3 - ITEM 5 TIMES 6B INCORRECT
6 - PERIODIC REVIEW NOT PERFORMED     6 - CONTRACT IN REDUCTION OF P/P STATUS
    IN 61 DAYS
************************************************************************************************
```
                        FIGURE 2.6.2-14

NOTE: ONLY ONE PAGE OF THIS REPORT IS SHOWN. THERE WILL BE A SUMMARY
PAGE BY CAO AT THE END OF ALL THE ACOS ASSIGNED TO THE CAO. ALSO THE
LAST PAGE OF THE REPORT WILL SUMMARIZE THIS INFORMATION AT THE DISTRICT
LEVEL.

c. Report Element Description

REPORT ELEMENT	REPORT DESCRIPTION
REPORT NUMBER UNFM350B	Automated Progress Payment Error Analysis - District Summary.
DATE	The date the report was produced in YY MMM DD format.
CAO CODE	Contract Administration Office Code - The code which identifies the Contract Administration Office.
ACO	Administrative Contracting Officer - The code which identifies the Administrative Contracting Officer.
PROG PAY REQUEST	Progress Payment Request - Consists of the contract number, call/delivery order number, request number and US/FMS Indicator.
ERROR MESSAGES	The actual error message number that corresponds with the error message on the UNFM300A or UNFM300B Report. One or more error messages could print a count twice on the same contract.
TOTAL PPRS	Total Progress Payment Requests - The number of Progress Payment Requests which rejected for a particular contractor, ACO, CAO, or district today.
TOTAL ERRORS BY CAGE	The number of occurrences of each particular error is summarized at the contractor level.
TOTAL ERRORS BY ACO CODE	The number of occurrences of each particular error is summarized at the ACO level.
TOTAL ERRORS BY CAO	The number of occurrences of each particular error is summarized at the CAO level.
TOTAL ERRORS BY DISTRICT	The number of occurrences of each particular error is summarized at the district level.

2.6.2.15 UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS

a. Data Summary - This report will be used by DFAS, the ACO and
higher management to track how long it takes to either pay or return a
PPR to the contractor.

    PURPOSE: Provides an aging of PPRs from the time
                                they are received, until they are
                                finally paid or returned to the
                                contractor for correction.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: Daily/As Required

    SORT SEQUENCE: CAO, ACO, CAGE

2.6.2.15 UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS (CONT'D)

  b. Sample Report

```
********************************************************************************************************
REPORT NUMBER UNFM400A    DATE 94 JUN 03    CAO CODE GB     PAGE 0001

                    AGING OF UNPAID PROGRESS PAYMENT REQUESTS
ACO:  GC2

CAGE: 88219  GNB INCIND BATTERY DIV

PIIN SPIIN PP FMS RECEIVED NO OF                           NO OF DAYS
        NO IND DATE SUBM 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25+ 30+ 35+ 40+

N0002490C4114      001C A  94 JUN 02  001    XI

N0010494G4115 0001 001  A  94 MAY 23  001    I            X

N0010493C2020      001  B  94 MAY 20  002        I     A      O      X


CAGE: 8Y080  BRIDGESTONE CO INC.

PIIN SPIIN PP FMS RECEIVED NO OF
        NO IND DATE SUBM 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25+ 30+ 35+ 40+

N0002494C3450      001  A  94 JUN 02  001    XI
N0010494G4152 0001 001  A  94 MAY 22  001        I  A        X

                    STATISTICAL SUMMARY FOR ACO CODE:  GC2

NO DAYS
1 2 3  4 5 6  7 8 9  10  11  12  13  14  15  16  17  18  19  20  21  22  23  24  25+  30+  35+  40+

NO PPRS
2                    1  1        1

********************************************************************************************************
```
                        FIGURE 2.6.2-15a

2.6.2.15   UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS (CONT'D)

Sample Report, Page 2

```
***********************************************************************************************************
REPORT NUMBER UNFM400A     DATE 94 JUN 03    CAO CODE GB        PAGE 0002

                               AGING OF UNPAID PROGRESS PAYMENT REQUESTS

                                 STATISTICAL SUMMARY FOR CAO CODE:  GB

NO DAYS
 1  2  3  4  5  6  7  8  9 10  11  12  13  14  15  16  17  18  19  20  21  22  23  24  25+  30+  35+  40+

NO PPRS
 2               5     1  1          1          9



***********************************************************************************************************
                                         FIGURE 2.6.2-15b
```

2.6.2.15 UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS (CONT'D)

   Sample Report, Page 3

```
********************************************************************************************************
REPORT NUMBER UNFM400A      DATE 94 JUN 03   DISTRICT        PAGE 0003

                        AGING OF UNPAID PROGRESS PAYMENT REQUESTS

                           STATISTICAL SUMMARY FOR DISTRICT
NO DAYS
1  2  3  4  5  6  7  8  9 10  11  12  13  14  15  16  17  18  19  20  21  22  23  24  25+  30+  35+  40+

NO PPRS
5        3         5   1   7             1       20   9                       13
```

```
********************************************************************************************************
```
                              FIGURE 2.6.2-15c

   c. Description

REPORT ELEMENT   ELEMENT DESCRIPTION
_____   _____

REPORT NUMBER   Aging of Unpaid Progress Payment Request.
UNFM400A

DATE   Date of the Report in YY MMM DD.

CAO CODE   Contract Administration Officer Code - The
                                  ORG code of the Contract Administration
                                  Office.

ACO   Administrative Contracting Officer - The
                                  code which identifies the Administrative
                                  Contracting Officer.

CAGE   Commerical and Government Entity - The code
                                  which uniquely identifies the contractor.

PIIN   Procurement Instrument Identification
                                  Number - The contract number.

SPIIN   Supplemental Procurement Instrument
                                  Identification Number - The call/delivery
                                  order number.

REPORT ELEMENT	ELEMENT DESCRIPTION
PP NO	Progress Payment Number - The number of the Progress Payment Request.
FMS IND	Foreign Military Sales Indicator - An A indicates a U.S. Progress Payment Request, a B indicates an FMS Progress Payment Request.
RECEIVED DATE	The date the Progress Payment Request was received by DFAS.
NO OF SUBM	Number of submissions - This indicates how many times the PPR has been processed through the automated system. If the PPR is returned to the contractor who corrects it and resubmits it, the number of submissions will start again with 001.
NO DAYS	Number of days - An X indicates how old the PPR is at any given time. For example, the day the PPR is received it is 0 days old. The system calculates current age by subtracting the received date from the current cycle date. When the PPR input is originally processed, an I will appear under the appropriate day. The system calculates age when input by subtracting the received date from the cycle date the input was processed. (Note that age when input will always be at least one day old since the PPR is batch processed.) When the PPR is returned to the ACO, an A will appear under the appropriate day. The system calculates age when rejected to the ACO by subtracting the received date from the cycle date the PPR was rejected to the ACO (A coded). If the ACO elects to over-ride the PPR, an O will appear under the appropriate day and the A will remain on the report to provide a history of how long it took the ACO to take action on the PPR. The system calculates age when overridden by subtracting the received date from the date overridden. (Note: For the system to have the date overridden, the ACO must enter a date returned to DFAS on screen UNFM78). An X preceding an A or O means that DFAS used a new received date to input the PPR signed by the ACO in lieu of the original received date. If a PPR is paid or returned to the contractor, it will be deleted from this report. (Note: The ACO must complete Screen UNFM58, in order for the PPR to be deleted from this report, if the ACO returns it to the contractor.)

REPORT ELEMENT   ELEMENT DESCRIPTION

NO PPRS   Number of Progress Payment Requests - The
                                  number of unpaid Progress Payment Requests
                                  by age for a particular ACO, CAO or
                                  district.

2.6.2.16 UNMA010G - REJECTED ACO MODIFICATIONS

a. Data Summary

PURPOSE: The purpose of this report is to
                                  identify modifications that rejected
                                  from MOCAS which were issued by the
                                  ACO and entered MOCAS via an EDI
                                  transaction.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily/As Required

SORT SEQUENCE: CAO/ACO/PIIN/SPIIN/MOD

PAGE BREAK: Full Page

TOTAL: None

b.   Sample Report, Page 1

```
REPORT NUMBER  UNMA010G                    DATE  97 JAN 22            CAO CODE  NO          PAGE  0002

ACO CD:  NSJ                              REJECTED ACO MODIFICATIONS                       *** ACCEPTABLE ERRORS

        PIIN            SPIIN    ORG   RGS    BATCH                                             ERRORS

        F3361588C2815   A00001   NO    98     0016

          BATCH NO   DATE        FDD                       U  .CAR.   D               .QTY VAR.  D
       F S           DATE                           N COM PT SC P P                              E
FIC    RGS SERL C C   RECEIVED   DATE    NOUN   ACO IS PA L CD NO NO S T BA   OVR   UND          L

NBN 98 0016  U                   92 JAN 31                      A2  A

FIC    EFF MOD DATE   MOD AUTHORITY   MOD ISSUED BY  ADMIN BY   KIND MOD   SIGN DATE   REC CNT

NB1    97 JAN 23                      S0543A         S0543A     B          97 JAN 23

FIC    EFF/ORD DT   CRA   DMS   ISSUED BY  ADMIN BY  PART   ...CONTRACTOR......
                                                             ID   FACIL  FMS   TYPE

NBA                                                          06887                    C

       ...DISCOUNT TERMS...   PAY          TOT CONTR   SIGN        KD TP  FUNC   CRIT   SPEC CONTR
FIC     % DA  % DA NT O       OFFICE       AMOUNT      DATE        CT CT  LIMIT  DSNG   PROVISIONS

NBB                          SC1002                                 6                   D

       ...IBOP..
        C I  C .........WIP %.........                                         FOB T          L       I
        U N  N .....US...FMS..                                                   R R P G       Q       P S A
FIC     R D Z Y T CEIL PAY RCP PAY RCP                                E M A M A N S I V D N N R T F O
                                                                     AAA MAN S I  REV R N S K W E M A T L B
NAJ     000  000 000 000 000  0000000033546500  0000005748179000 A   9                  R G S 2

FIC    REC                  NAME & ADDRESS              CITY           ST         ZIP
       CD

NAS    3                                               COLUMBUS        OH         43236--153        C45 STR-US ZIP CODE

       CLIN                                            ORDER      PUR    UNIT         TOTAL ITEM      PROJ
FIC    ELIN    STOCK NUMBER                            QUANTITY   UNT    PRICE        AMOUNT          MAGR

NBE    0001    1234567                                            LO

       CLIN                                                                                          QTY  VAR
FIC    ELIN    NOUN                    PART NUMBER                       PQA   ACC   FOB             OVR  UND

NBF    0001    NOUN REQD               NOT ASSIGNED                       D     D     D               D    D
```

Sample Report, Page 2

```
REPORT NUMBER  UNMA010G              DATE  97 JAN 22           CAO CODE  NO        PAGE  0003

ACO CD:  NSJ                    REJECTED ACO MODIFICATIONS                   *** ACCEPTABLE ERRORS

        PIIN           SPIIN      ORG    RGS    BATCH                                  ERRORS
   F3361588C2815      A00001      NO     98     0016

            CLIN        L  F  W      FIRST
            ELIN        I  A  H    ARTICLE   ACRN    I/A
                        Q  C  D    ACC DATE           CD

   FIC                               XA        DD          692  R/D-NAL-NAC/PAC ACRN
   NBL     0001

            CLIN       SHIP   MARK    DEL SCH    DEL SCH          TRNS    MILSTRIP    S   CLIN
            ELIN        TO    FOR      DATE       QTY      ACR     PRI     DOC NUM     U   FOR
                                                                                      F   EXHIBIT

   FIC              FY1455          92 JAN 31   00000001    XA                 676  R/D-NAG/PAG-NAC/PAC-ACRN
   NAG     0001

            CLIN        L  F  W      FIRST
            ELIN        I  A  H    ARTICLE   ACRN    I/A
                        Q  C  D    ACC DATE           CD

   FIC              4                XA        DD          692  R/D-NAL-NAC/PAC ACRN
   NAL     0002

            CLIN       SHIP   MARK    DEL SCH    DEL SCH          TRNS    MILSTRIP    S   CLIN
            ELIN        TO    FOR      DATE       QTY      ACR     PRI     DOC NUM     U   FOR
                                                                                      F   EXHIBIT

   FIC     FY1456    FY1455       89 APR 24   00000001    XA                 676  R/D-NAG/PAG-NAC/PAC-ACRN
   NAG     0002

            CLIN        L  F  W      FIRST
            ELIN        I  A  H    ARTICLE   ACRN    I/A
                        Q  C  D    ACC DATE           CD

   FIC              4                XA        DD          692  R/D-NAL-NAC/PAC ACRN
   NAL     0003

            CLIN       SHIP   MARK    DEL SCH    DEL SCH          TRNS    MILSTRIP    S   CLIN
            ELIN        TO    FOR      DATE       QTY      ACR     PRI     DOC NUM     U   FOR
                                                                                      F   EXHIBIT

   FIC     FY1456    FY1455       90 JUL 22   00000001    XA                 676  R/D-NAG/PAG-NAC/PAC-ACRN
   NAG     0003
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	UNMA010G
DATE	The cycle date when the report was produced.
CAO CODE	Contract Administration Office Code - The two digit organization code of the contract administration office.
PAGE	The page number. NOTE: The report does not start over with each mod, ACO, or CAO.
ACO CD	Administrative Contracting Officer Code - The three digit code with identifies the Administrative Contracting Officer.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The order or call number.
ORG	Organization Code - The two digit organization code of the contract administration office.
RGS	Reading Group Specialist - The code that identifies the person inputting the modification. Since this modification was input via Electronic Data Interchange (EDI) a 98 is system generated in this field.
BATCH	A number assigned to a group of related transactions that is used for processing control purposes. System generated.
ERRORS	Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the record from being processed. Acceptable errors are identified by three asterisks preceding the message.

REPORT ELEMENT	ELEMENT DESCRIPTION
FIC NBT	Format Identifier Code for the MOCAS Inventory Update Record.
RGS	Reading Group Specialist Code - Since these transactions came in through EDI this will always be 98.
ACT CD	Action Code - This indicates the type of action to be accomplished by the input transaction. It will always be blank.
PIIN FT	PIIN Force-Thru - This will contain an F if the contract being modified is a non-DoD contract. Since non-DoD contracts cannot be modified through the ACO MOD System, this field will always be blank.
BCKLG AGE DT	Backlog Aging Date - The date the contractual document was received by the system. This should be the same date as the cycle date.
REOPEN SEC NO	This will always be blank.
FIC NBN	Format Identifier Code for the MOCAS Administrative Data Record.
BATCH NO RGS SERL	Batch Number Reading Group Specialist Serial Number - A number assigned to a group of related transactions that is used for processing control purposes along with the RGS code identifying this transaction as an EDI transaction. It is system generated.
FTC	PIIN Force-Thru Code - This will always be blank.
SFC	Security Classification Code - This will always be blank.
DATE RECEIVED	The date the contract was originally received. Since this cannot be changed by a contract modification, this field will always be blank.

REPORT ELEMENT	ELEMENT DESCRIPTION
FDD DATE	Final Delivery Date - This represents the date the contract will be completely delivered. An alpha in the first position of the year indicates the date is estimated.
NOUN	The name or description of the item being procured. This will be blank if the modification does not change the noun. Otherwise it will contain the new noun.
ACO	Administrative Contracting Officer - The three digit code which identifies the Administrative Contracting Officer. This will always be blank for a modification.
IS	Industrial Specialist - The three digit code which identifies the Industrial Specialist. This will always be blank for a modification.
PA	Property Administrator - The three digit code which identifies the Property Administrator. If the modification added the property clause the program will generate the appropriate PA code from the ADRS. A blank indicates unchanged from the original contract.
UNL	Unilateral Indicator - Indicates the contract is a unilateral purchase order. A blank indicates either unchanged from the original contract or a deletion of the unilateral indicator.
COM CD	Commodity code - This contains the commodity code either from the original contract or if the modification changed the commodity code, the new commodity code.
CAR PT NO	Contract Administration Report Part Number - The level of contract administration effort required, based on the complexity of the contract. System generated.

REPORT ELEMENT	ELEMENT DESCRIPTION
CAR SC NO	Contract Administration Report Section Number - The code indicating the status of the contract. This will always be blank which indicates unchanged.
PS	Production Surveillance Code - The code which indicates the level of production surveillance needed. A blank indicates the level is unchanged by the modification.
DPT	Department Code- This code indicates which service awarded the contract. It will be blank which indicates unchanged.
BA	Buying Activity - A six position DoDAAC which identifies the buying activity. This will be blank which indicates unchanged.
QTY VAR OVR	Quantity Variation Over - The percentage of overage the contractor may ship and be paid for. If blank, it indicates that the overage percentage is unchanged or deleted.
QTY VAR UND	Quantity Variation Under - The percentage of the contract the contractor does not have to ship in order for the contract to be considered complete. If blank, it indicates that the underage percentage is unchanged or deleted.
DEL	On Order Delivery Schedule Summary Delete Code - This code is used to the delete the Line Item and Schedule Records when the contract is completely terminated. It will always be blank.
FIC NB1	Format Identifier Code for the Modification Header Record.
EFF MOD DATE	Effective Modification Date - The date the modification takes effect.
MOD AUTHORITY	Modification Authority - Will be blank.
MOD ISSUED BY	Modification Issued by - DoDAAC of the organization issuing the modification.

REPORT ELEMENT	ELEMENT DESCRIPTION
ADMIN BY	Administration By - DoDAAC of the organization administering the contract.
KIND MOD	Kind of Mod Code - A code which identifies the type of modification. See Appendix A41 of DoD 4000.25-5-M for a complete list of valid codes.
SIGN DATE	Signature Date of the Modification - The date the modification was signed.
REC CNT	Record Count - The total number of related records input with this transaction. This will be blank for EDI transactions.
FIC NBA	Format Identifier Code for the Administrative Data Record #1.
EFF/ORD DT	Effective Order Date - The effective date of the contract or order. This will always be blank.
CRA	Contractor's Remittance Address - The Commercial and Government Entity (CAGE) Code representing the address where the contractor desires payments to be made. If blank it indicates that this code is unchanged.
DMS	Defense Material System Rating - The DPACs Code. If blank it indicates that this code is unchanged.
ISSUED BY	DoDAAC of the office awarding the contract. This will always be blank.
ADMIN BY	DoDAAC of the contract administration office. This will always be blank.
PART	Contract Administration Report Number Part - This will always be blank.
CONTRACTOR ID	Contractor Identity - The CAGE Code of the contractor.

REPORT ELEMENT	ELEMENT DESCRIPTION
CONTRACTOR FACIL	Contractor Facility - The code which indicates an additional place of performance. This will be blank if unchanged or the place of performance added via the modification was outside of the district.
FMS	Foreign Military Sales Indicator - Blank if unchanged or U.S. Contains a 1 if FMS requirements are added. Will always be blank.
TYPE	Type of Business Code - The MILSCAP code which indicates the size and/or ownership of a business. See Appendix A6 of DoD 4000.25-5-M for a complete list of valid codes. This code will display even if the type of business was not changed via the modification.
FIC NBB	Format Identifier Code for the Second Administrative Data Record
DISCOUNT TERMS	The discount terms offered by the contractor for payments made within a stated period.
%	First discount percentage (if offered by the contractor). If blank, the payment terms are unchanged.
DA	Days - First discount period in days. If blank, the payment terms are unchanged.
%	Second discount percentage (if offered by the contractor). If blank, the payment terms are unchanged.
DA	Days - Second discount period in days. If blank, the payment terms are unchanged.
NT	Net - Net discount days. If blank, the payment terms are unchanged.
O	Other terms offered by the contractor.
PAY OFFICE	Payment Office - The DoDAAC of the office assigned to pay the contract. The payment office will display even though the payment office was not changed via the modification.

REPORT ELEMENT	ELEMENT DESCRIPTION
TOT CONTR AMOUNT	Total Contract Amount - If there is not a NBD record, this field will be blank.
SIGN DATE	Signature Date - Will always be blank indicating no change from the contract signature date.
KD CT	Kind of Contract - This code reflects the basic intent of the contract such as procurement of supplies, research and development etc. Blank indicates no change as a result of this modification. See Appendix A7 of DoD 4000.25-5-M for a complete list of valid codes.
TP CT	Type of Contract - A code which identifies the pricing structure of the contract. Blank indicates no change as a result of this modification. This will always be blank.
FUNC LIMIT	Functional Limitation - Applies to support contracts only so will always be blank.
CRIT DSNG	Criticality Designator - Indicates how urgently the supply or service is needed. Blank indicates no change as a result of this modification.
SPEC CONTR PROVISIONS	Special Contract Provisions - This field contains all the special contract provisions, whether or not they were changed as a result of this modification. See DLAM 8000.3, Paragraph 1.5.2.3 for a complete list of codes.
FIC NAJ or NBJ	Format Identifier Code for the MOCAS Provisions Data Record - Either NAJ (if no changes to these elements made as a result of the modification) or NBJ (is changes were made to these elements as a result of the modification) will be generated.
IBOP	International Balance of Payments.
CUR	Payment Currency - Indicates the type of currency specified for payment of the contractors invoices.

REPORT ELEMENT	ELEMENT DESCRIPTION
IND	IBOP Indicator - A K indicates the presence of an IBOP clause.
%	IBOP Percentage - The conversion rate of U.S. currency to foreign currency.
CNY	IBOP Country Code - This identifies the territory or nation in whose currency the contractor will be paid.
CAT	IBOP Supplemental Payment Category Codes.
WIP % CEIL	Work-In-Progress Ceiling Percentage - The percentage factor used to determine the maximum total amount payable as progress payments.
US PAY	U.S. Work-In-Progress Payment Percentage - The percentage of costs the contractor may request for U.S. requirements.
US RECP	U.S. Work-In-Progress Recoupment Percentage - The percentage of the invoice the Government may use to liquidate previously paid progress payment requests for U.S. requirements.
FMS PAY	FMS Work-In-Progress Payment Percentage - The percentage of costs the contractor may request for FMS requirements.
FMS RECP	FMS Work-In-Progress Recoupment Percentage - The percentage of the invoice the Government may use to liquidate previously paid progress payment requests for FMS requirements.
FEE AMOUNT	The dollars and cents negotiated amount of profit/fee authorized for performance of a cost plus contract.
COST AMOUNT	The amount of money reimbursable to a contractor for performance based on costs approved by an ACO or Auditor in accordance with the terms of the contract.

REPORT ELEMENT	ELEMENT DESCRIPTION
AAA CERT	Accounting and Finance Officer, Auditor, or ACO Certification - An indicator that the Accounting and Finance Officer, Auditor or ACO must certify the invoice prior to payment.
MAN REV	Mandatory Review - A 9 indicates that a review of the contract is required prior to payment of an invoice.
FOB ESR	FOB Destination/Evidence of Shipment Required - Blank indicates that evidence of shipment is not required. A T indicates that Evidence of Shipment is required.
FOB MIN	FOB Origin/Minimum size of shipment - A blank indicates this clause is not applicable to the contract. An F indicates the clause is applicable to the contract.
TRANS	Transportation Freight Charges Authorized - Where the contractor is authorized to bill transportation charges as a separate item on the invoice.
	F - Transportation Freight Charges Authorized by CLIN on the contract.
	Y - Transportation Freight Charges Authorized by special provision of the contract.
	P - Parcel Post charges are authorized.
	Blank - Transportation Charges are not authorized.
PACK	Packaging Charges Authorized - This is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.
	P - Packaging Charges are authorized.
	Blank - Packaging Charges are not authorized.

REPORT ELEMENT	ELEMENT DESCRIPTION
GMSW	Guaranteed Maximum Shipping Weight/Dimensions - This clause is used when weight and dimensions are used to evaluate the bid or proposal. If delivery exceeds the guarantee, the contract price is reduced an equal amount. G - Guaranteed Maximum Shipping Weight applies. Blank - Guaranteed Maximum Shipping Weight does not apply.
VE	Value Engineering Indicator - Used when the contract contains a value engineering clause. V - the VE incentive clause is in the contract. Y - the VE program clause is in the contract. Blank - neither VE clause applies.
NA	Name and Address Indicator - An R Indicates a remittance address applies. A blank indicates that an alternate Payee is not applicable.
IAFOB	Inspection/Acceptance/FOB point - The overall inspection and acceptance point for the contract. See paragraph 1.5.2.23 of this manual for a complete list of codes.
FIC NAR or NBR	Format Identifier Code for the MOCAS Remarks Record - Either NAR (if no changes to these elements made as a result of the modification) or NBR (if changes were made to these elements as a result of the modification) will be generated.
REC CD 9	Record Code 9 - R9 Remarks. The R9 remarks are used to indicate the presence of certain contract clauses and other administrative requirements.
ACO REMARKS	Standard R9 Remarks. All A9 remarks on the contract should appear here whether or not they were added as a result of the modification. See paragraph 1.5.2.4 of this manual for a list of codes.

REPORT ELEMENT	ELEMENT DESCRIPTION
FIC NAS OR NBS	Format Identifier Code for the MOCAS Payee Address Record. Either NAS (if no changes to these elements were made as a result of the modification and an alternate payee exists on the cohtract) or NBS (if changes were made to these elements as aa result of the modification will be generated.
REC CD	Record Code - Indicates the line of the address.
NAME ADDRESS CITY ST ZIP	Alternate payee's name and address (In -The-Clear).
FIC NBD	Format Identifier Code for the Accounting Classification Trailer. NOTE: There will be multiple NBD records if more than one ACRN is adjusted.
ACR	Accounting Classification Reference Number - The control number which identifies the long line accounting appropriation for a specific contract.
NON CLIN/ELIN PROV	Noncontract Line Item Number/Exhibit Line Item Number - Provisions not specifically related to a line item for which the contractor may be reimbursed or the Government may collect. Will always be blank because this element can not be added through the ACO MOD System.
FMS CC	Foreign Military Sales Country Code - A two position alpha code that indicates the foreign country for which the items are being procured.
OBLIGATED AMOUNT	The difference between the previous contract obligated amount (the amount of money the Government has sent aside to pay the contractor) and the contract obligated amount after the modification has been applied. A decrease in contract amount is shown as a CR.
MULT PY OF	Multiple Paying Office - If more than one payment office is involved in payment responsibilities, the DoDAAC of the additional paying office will be shown here.
CR UL FT	Credit Unliquidated Obligation Force-Thru Code - This will always be blank.

REPORT ELEMENT	ELEMENT DESCRIPTION
DOC REF	Document Reference - The modification number will appear here.
TRAN CD	Transaction Code - The type of record being retained on the CLR. This will always be blank.
FIC NBE	Format Identifier Code for the Supply Line Item Data Record.
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - The number used to identify the item being procured.
STOCK NUMBER	National Stock Number - The number assigned under the Federal Cataloging Program to each approved United States Federal Item Identification. Will display even if the NSN was not changed by the modification.
ORDER QUANTITY	The total quantity on order for a particular CLIN/ELIN. The net difference between the previous order quantity and the current order quantity will be displayed. A decrease in quantity is shown with a CR after the number.
PUR UNT	Purchase Unit - The physical measurement quantities of the item procured such as each, dozen, gallon, etc. The purchase unit will be displayed even though it was not changed as a result of the modification.
UNIT PRICE	The price per item. This is the actual unit price rather than the difference between the old price and the new.
TOTAL ITEM AMOUNT	The amount for the entire CLIN quantity. Unit price multiplied by quantity. If there was no change to the order quantity the total item amount will be 0.00.
PROJ MNGR	The DoDAAC of the activity to receive MILSCAP follow-on records if not the same activity as the Issued By Organization.
FIC NBF	Format Identifier Code for the Second Supply Line Item Data Record.
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - The number used to identify the item being procured.

REPORT ELEMENT	ELEMENT DESCRIPTION
NOUN	The name or description of the item being procured. This will be blank unless the noun was changed as a result of the modification.
PART NUMBER	The manufacturer's part number. It is prefaced by the CAGE of the manufacturer. It will always display whether or not it was changed as a result of the modification.
PQA	Procurement Quality Assurance Site - The site where quality assurance is performed to determine conformance with contractual requirements. It will always display whether or not it was changed as a result of the modification. S - Source D - Destination
ACC	Acceptance Site - The site at which the Government formally takes title to the supplies. It will always display whether or not it was changed as a result of the modification. S - Source D - Destination
FOB	Free On Board Site - The point at which the contractor will deliver the merchandise without any additional charge to the buyer. It will always display whether or not it was changed as a result of the modification. S - Source D - Destination
QTY VAR OVR	Quantity Variation Over - The percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the order quantity.
QTY VAR UND	Quantity Variation Under - The percentage of the order quantity for a specific CLIN/ELIN which the contractor can undership and still fulfill the contract.
FIC NBG	Format Identifier Code for the Supplies Schedule Data Record. NOTE: In order to change most data elements on the schedule record, the system processes a delete of the old record and an add of the new record.

REPORT ELEMENT	ELEMENT DESCRIPTION
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - The number used to identify the item being procured.
SHIP TO	The DoDAAC of the destination point of the item. Will always contain data.
MARK FOR	The DoDAAC of the ultimate recipient of the item.
DEL SCH DATE	The date the item is contractually scheduled to be delivered. An alpha in the first position of the date indicates that the date is estimated.
DEL SCH QTY	The quantity scheduled for delivery on the date shown in the Delivery Schedule Date field and addressed to the destination in the Ship To and Mark For fields. An alpha in the first position indicates the quantity is estimated. An alpha in pos. 8 indicates a decrease.
ACR	Accounting Classification Reference Number - The control number which identifies the long line accounting appropriation for a specific contract.
TRNS PRI	Transportation Priority - A number assigned to a shipment showing the precedence of handling and method of material movement within the Defense Transportation System.
MILSTRIP DOC NUM	Military Standard Requisitioning and Issue Procedures Document Number - A system of standard data elements, codes, forms and formats for requisition and issue of materiel, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract, indicates a MILSTRIP requisition resulted in a new procurement or amendment to a contract.
SUF	Suffix - The MILSTRIP document number suffix.
CLIN FOR EXHIBIT	The contract line item number that establishes an exhibit.
FIC NBH	Format Identifier Code for the Services Line Item Data Record.

REPORT ELEMENT	ELEMENT DESCRIPTION
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - The number used to identify the item being procured.
DESCRIPTION OF SERVICES	A brief description of the service on a Services Line Item.
PQA	Procurement Quality Assurance Site - The site where quality assurance is performed to determine conformance with contractual requirements. It will always display whether or not it was changed as a result of the modification. S - Source D - Destination
ACC	Acceptance Site - The site at which the Government formally takes title to the supplies. It will always display whether or not it was changed as a result of the modification. S - Source D - Destination
ACRN	Accounting Classification Reference Number - The control number which identifies the long line accounting appropriation for a specific contract.
SERVICE COMPL DATE	The date on which the performance of the contracted service is to be completed.
TOTAL ITEM AMOUNT	The amount for the entire CLIN quantity. Unit price multiplied by quantity. If there was no change to the order quantity the total item amount will be 0.00.
PROJ MNGR	The DoDAAC of the activity to receive MILSCAP follow-on records if not the same activity as the Issued By Organization.
FIC NBL	Format Identifier Code for the Supplemental Line Item Data Record
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - The number used to identify the item being procured.
LIQ	Liquidated Damages Indicator - Indicates the presence of a liquidated damages clause in the contract.

REPORT ELEMENT	ELEMENT DESCRIPTION
	A - A liquidated damages clause is present.
	Blank - A liquidated damages clause is not present.
FAC	Financial Action Code - A code which determines the type of financial action taken.
	3 - Creates an accounts payable record.
	4 - CLIN does not require payment. Does not create an accounts payable record.
WHD	Withhold Code - Indicates payment is to be withheld pending certain contractual actions.
	A - Clause in the contract stating payment will be withheld until all NSP items are delivered.
	B - ACO has directed withhold payment.
FIRST ARTICLE ACC DATE	First Article Acceptance Date - The date on which the Government approved the first article.
ACRN	Accounting Classification Reference Number - The control number which identifies the long line accounting appropriation for a specific contract.
I/A CD	Inspection/Acceptance Code - A two position code that identifies the inspection and acceptance site. See paragraph 1.5.2.27 of this manual for a list of valid codes.

2.6.2.17 UNMA030G - ACCEPTED ACO MODIFICATIONS

a. Data Summary

PURPOSE: The purpose of this report is to identify
                             modifications issued by the ACO which
                             entered MOCAS via an EDI transaction, were
                             processed as part of the batch cycle,
                             and updated MOCAS.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION   Daily/As Required

SORT SEQUENCE: CAO/ACO/PIIN/SPIIN/MOD

PAGE BREAK: Full Page

TOTAL: None

b.   Sample Report, Page 1

```
REPORT NUMBER  UNMA030G                    DATE  97 JAN 22          CAO CODE  LG          PAGE  0003

ACO CD:  A47                            ACCEPTED ACO MODIFICATIONS                              *** ACCEPTABLE ERRORS

              PIIN        SPIIN    ORG    RGS      BATCH                                                    ERRORS
         SP077095MQC49   A00001    LG     98       0020
                                                          BACKLOG    REOPEN
                                          ACT    PIIN     AGE DTE    SEC NO                                 ERRORS
FIC           PIIN        SPIIN    ORG    CD     FT
NBT      SP077095MQC49   A00001    LG     RGS    98       97 JAN 22
                                          98
                                                        U  .CAR.  D
         BATCH NO  F  S  DATE      FDD                  N  COM PT SC P P    .QTY VAR.   D
FIC      RGS SERL  C  C  RECEIVED  DATE     NOUN     ACO IS PA L CD NO NO S T BA  OVR  UND   E
NBN  98  0022   U                 96 MAY 02         AT3 C9  A                                L

FIC      EFF MOD DATE   MOD AUTHORITY   MOD ISSUED BY  ADMIN BY  KIND MOD   SIGN DATE   REC CNT
NB1      97 JAN 23                      S4408A         S4408A    B          97 JAN 23

                                                    ...CONTRACTOR.....
FIC      EFF/ORD DT   CRA   DMS   ISSUED BY  ADMIN BY  PART     ID   FACIL  FMS   TYPE
NBA                                                    96214                      C

         ...DISCOUNT TERMS...   PAY       TOT CONTR   SIGN     KD  TP  FUNC   CRIT   SPEC CONTR
FIC      %  DA  %  DA NT O     OFFICE    AMOUNT      DATE     CT  CT  LIMIT  DSNG   PROVISIONS
NBB                            SC1002                          1                     E

         ...IBOP..                                                  FDB  T           I    P S A
         C I  C .........WIP %.....                            AAA  MAN  L  R P G   Q  L  T T P O
         U N  A  ...US...  .FMS...                             EMA  S I  M A M C  V O N K  R T O
FIC      R D %  Y  T CEIL PAY RECP PAY RECP                    CERT REV R N S K W E M A T T L B
NAJ                          000000000000000 000000000000000         9         P               1

FIC      REC
CD              NAME & ADDRESS               NAME & ADDRESS
NAS   1  TEXAS INSTRUMENTS INC        DEFENSE SYS AND ELECTRONICS

FIC      REC
CD              NAME & ADDRESS               NAME & ADDRESS
NAS   2  2501 W UNIVERSITY            PO BOX 801 M/S 8064
```

Sample Report, Page 2

```
REPORT NUMBER  UNMA030G              DATE  97 JAN 22          CAO CODE  LG          PAGE  0004
ACO CD:  A47                     ACCEPTED ACO MODIFICATIONS                    *** ACCEPTABLE ERRORS

        PIIN           SPIIN        ORG   RGS   BATCH                                    ERRORS
        SP077095MQC49  A00001       LG    98    0020

     REC
FIC  CD        NAME & ADDRESS          CITY          ST    ZIP
NAS  3                            MC KINNEY     TX   75070-0801                          MAGR

     CLIN                        ORDER     PUR              UNIT                 PROJ
     ELIN  STOCK NUMBER          QUANTITY  UNT              PRICE   TOTAL ITEM   AMOUNT
FIC  0001  3020011031649                   EA      590.00000          1180.00

     CLIN                                                                        QTY    VAR
     ELIN  NOUN                  PART NUMBER          PQA  ACC  FOB              OVR    UND
FIC  0001  GEAR SPUR       96214 0708061-1            S    S    S

           L F W   FIRST
           I A H   ARTICLE                    I/A
     CLIN  Q C D   ACC DATE     ACRN          CD
     ELIN
FIC  0001                   CG   SS

     CLIN  SHIP   MARK    DEL SCH    DEL SCH              TRNS    MILSTRIP      S   CLIN
     ELIN  TO     FOR     DATE       QTY        ACR       PRI     DOC NUM       U   FOR
FIC  0001  N00620         96 MAY 02  00000002   CG        1                     F   EXHIBIT
NBG  0001                                                                           DELETE   NBG

     CLIN  SHIP   MARK    DEL SCH    DEL SCH              TRNS    MILSTRIP      S   CLIN
     ELIN  TO     FOR     DATE       QTY        ACR       PRI     DOC NUM       U   FOR
FIC  0001  96214          96 MAY 02  00000002   CG                              F   EXHIBIT
NBG  0001                                                                           ADD      NBG

LAST PAGE

LAST PAGE
```

c. Report Element Description

   The report elements are the same as for Report UNMA010G. See subparagraph
2.6.2.7(c) of this manual for a complete description of these elements.

2.6.2.18 UNMA440A - DD FORM 1716 REPORT

a. Data Summary

PURPOSE: To provide an automated basis for the
                                    generation of TWX messages regarding
                                    contractual deficiencies in the
                                    abstract validation process.
                                    Deficiencies of this nature were 7
                                    previously addressed through the use of
                                    DD Form 1716 (Contract Data Package
                                    Recommendation/Deficiency Report).
                                    This new procedure will allow for the
                                    initiation of a TWX by the Abstract
                                    Input Function, which will be coord-
                                    inated (at local option) with the
                                    cognizant ACO before actual transmis-
                                    sion to the PCO.

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: If report is generated at District
                                    Level, sort sequence will be by PIIN
                                    terminal digits. If report is
                                    generated at the CAO Level, sort
                                    sequence will be by ACO Code and PIIN
                                    terminal digits.

PAGE BREAK: Every Change in PIIN.

2.6.2.18 UNMA440A - DD FORM 1716 REPORT (CONT'D)

   b. Sample Report

****
REPORT NUMBER UNMA440A   DATE 89 02 12   PAGE 1

FROM   CLEVELAND

TO   NICP ACCT PROP OFF

UNCLAS

 SUVJ CONTRACT DATA PACKAGE DEFICIENCY   REPORT DD 1716

1. REQUEST YOUR ASSISTANCE IN RESOLVING THE DISCREPANCIES IDENTIFIED
    WHEN PROCESSING THE FOLLOWING CONTRACTUAL DOCUMENT.

        PIIN   SPIIN   CONTRACTOR   RGS CODE

   DAAE0785P0905   P00001   NO ADDRESS AVAILABLE

FIC EFF MOD DTE MOD AUTHORITY MOD ISSUE BY ADMIN BY KD MOD SIGN DT RCNT

PB1 85 FEB 01   W56HZV   S3603A   6   85 FEB 01 0001

****
                        FIGURE 2.6.2-18

   c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UNMA440A   DD Form 1716 Report Format Code.

RC CT   The total number of related records input
                                 with this transaction.

ERROR MESSAGES   Messages indicating why a record is being
                                 rejected and whether it is an acceptable or
                                 rejectable type of error. Acceptable
                                 errors are errors that should be corrected
                                 but did not stop the record from being
                                 processed.

FIC XXA   Format Identifier Code for the Administra-
                                 tive Data Record #1.

EFF ORD DT   Effective date of order (YYMMMDD)

CRA   The Contractor's Remittance Address is the
                                 Commercial and Government Entity (CAGE)
                                 representing the address where the con-
                                 tractor desires payments to be made.

REPORT ELEMENT	ELEMENT DESCRIPTION
RC CT	The total number of related records input with this transaction.
ERROR MESSAGES	Previously described on this report under FIC XX1.
FIC XXB	Format Identifier Code for the Administrative Data Record #2.
PAY OFC	The identity code (DoDADD) of the office making payment. If more than one office is designated in the contract for payment purposes, a 9 will be entered in the first position followed by blanks on the B Record. The appropriate paying office will then be entered for each ACRN on the D Record.
FST PAY	Fast Pay Indicator showing if fast pay clause is applicable. Fast pay permits payment upon evidence of shipment and prior acceptance of item(s). Coded F if the clause applies; otherwise, will be blank.
SIGN DATE	Signature date (YYMMMDD).
KN CT	Kind of Contract Code.
TY CT	Type of Contract Code.
ADP PT	The DoDAAD Code of the Activity furnishing ADP support if other than the CAC activity reflected in the ADMIN BY Block.
FIC XXC	The Format Identifier Code for the Accounting Classification Record.
FIC XXD	Format Identifier Code for the Accounting Classification Trailer Record.
CR UIOFT	Credit Unliquidated Obligation Force-Through Code. An X will appear in the field if a force-thru is in effect; otherwise, will be blank.
DOC REF NO	The Document Reference Number is a locally assigned accounting field giving reference or a reason for the entry of a funded obligation document suffixed by blanks. Examples would be:

   PO - Purchase Order
   LTR C - Letter Contract
   NEG CT - Negotiated Contract
   P00001 - Modification
   TR-IN - Transfer in of a Contract from
         Another Source
   TR-OUT - Transfer Out

REPORT ELEMENT	ELEMENT DESCRIPTION
TRAN CD	Transaction Code indicates the type of record being retained on the Accounting Classification Level file. For a list of the codes and explanations, see part 1, chapter 5, appendix 38.
ERROR MESSAGE	Previously described on this report and FIC XX1.
FIC XXE	The Format Identifier Code for the Supplies Line Item Data Record #1.
PROJ MAGR	The Item or Project Manager is the DoDAAD Code if the activity to receive MILSCAP follow-on records is not the same activity as the Issued By Organization on the initial abstract, otherwise will be blank.
FIC XXF	Format Identifier Code for the Supplies Line Item Record #2.
FOB	Free-On-Board Site that the contractor agrees to deliver merchandise on-board the conveyance without charge to the buyer.

CODE

D - Destination
O - Intermediate
S - Origin (Source)

QTY OVR	Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity.
QTY UND	Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.
FIC XXG	Format Identifier Code for the Supplies Schedule Data Record.
FIC XXH	Format Identifier Code for the Services Line Item Data Record.

2.6.2.19 UNMC050A - UPDATED CONTRACTS BY TD

   a. Data Summary

   PURPOSE: To serve as an inventory of all new
                                 contracts and all contracts for which
                                 corrections/modifications were applied
                                 during the cycle.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Output Report - Standard Paper

   FREQ/RETENTION: Daily - As Determined Locally

   SORT SEQUENCE: PIIN/SPIIN

   PAGE BREAK: Break occurs when the page is full.

2.6.2.19 UNMC050A - UPDATED CONTRACTS BY TD (CONT'D)

  b. Sample Report

```
****************************************************************************
REPORT NUMBER UNMC050A          DATE  84 MAR 09              PAGE 288

        UPDATED CONTRACTS BY TD

PIIN  DLA500 S4 M1899    SPIIN        CAO CODE 01       AS OF 84 MAR 09

                    C O N T R A C T   D A T A

P S A    IS/        CONTR TYPE                                    ADMIN
ISSUED
N N C ACO PCO PA FSCM FACIL CONTR --CONTRACTOR NAME-- --CITY-- STATE ZIP CODE  BY    BY

B 1 P  A1  AL   07200      J  BARLOCK INC        GATONIA NC   28052 S11031 SC0500

  DEPT  CONTRACT SECURITY UNIL COMM DMS  CRIT PROD EFFECTIVE  SIGNATURE RECEIVED PROCESSED
BA CODE KIND TYPE CLASS  CODE CODE RATE DSGN SURV I/A NOUN    DATE      DATE     DATE      DATE
TZ  S   1   J   U    U   9E   9    C    3   1 NOUN REQD 84 MAR 21 83 MAR 21 83 MAR 21 83 MAR 21

PAYG FINAL      FINAL        ESTIMATED FINAL    FINAL    FINAL    PHYSICAL
OFC  DELIVERY  ACCEPTANCE OVERAGE  CLOSING PAYMENT  VOUCHER  SHIPMENT COMPLETION CLOSED
S1102A 84 DEC 24

TOTAL AMOUNT    TOTAL      ODO       UNLIQUIDATED       UNLIQUIDATED
OF CONTRACT  OBLIGATION  OBLIGATION  OBLIGATION     PROGRESS PAYMENT
$1,763.00   $1,763.00    $.00        $1,763.00                 $.00

              C O N T R A C T   P R O V I S I O N S
D I S C O U N T  T E R M S-PROGRESS PAYMENT PERCENTAGES-QTY VAR-WITHHOLD A/A/A MAN-FOB-PKG
% DAY % DAY NET OTH CEIL US-PAY US-RECOUP FMS-PAY FMS-RECOUP O/R U/R DATA NSP CERT REV MIN
ESR CHG VE
.00 0 .00 0  30       .0      .0        .0       .0        .0      0   0                 9

TRAN    LIQ PAT SPEC ADV HC  ---F A P P S---  ----I B O P------   REMIT    FEE    COST
CHG GMSW DMG RTS TOOL PAY RCPT STATUS   DATE %  CC I CT CUR N/A ADDRESS AMOUNT   AMOUNT
                    A                                            $.00     $.00
              C O N T R A C T   R E M A R K S
SPECIAL CONTRACT PROVISIONS NON CLIN/ELIN PROVISIONS      NAR 9 REMARKS

                        26 EXTENT QTY VARIATION CLAUSE
LAST PAGE
****************************************************************************
                    FIGURE 2.6.2-19
```

  c. Report Element Description

     All report elements are the same as described for the CAR and/or
Contract Abstract.

2.6.2.20 UNMC050B - UPDATED CONTRACTS BY ORGANIZATION

   a. Data Summary

PURPOSE: To serve as an inventory of all new
                                contracts and all contracts for which
                                modifications and/or corrections were
                                applied during the cycle. This
                                inventory of contracts is printed by
                                CAO Code.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: Daily - As Determined Locally

SORT SEQUENCE: CAO Code/PIIN/SPIIN

PAGE BREAK: Page break is by CAO Code and when page
                                is full.

2.6.2.20   UNMC050B - UPDATED CONTRACTS BY ORGANIZATION (CONT'D)

  b. Sample Report

```
**************************************************************************
REPORT NUMBER UNMC050B            DATE 85 JAN 31                   PAGE 2

        UPDATED CONTRACTS BY ORGANIZATION

PIIN  N62472 84 C3100   SPIIN          CAO CODE JB  *   AS OF 85 JAN 31
                        C O N T R A C T   D A T A

P S A    IS/        CONTR TYPE                                 ADMIN   ISSUED
N N C ACO PCC FSCM FACIL CONTR ---CONTRACTOR NAME--- --CITY-- STATE ZIP CODE   BY      BY

A I P A6   41463      J   MORGAN ENG/AMCA INTERN  ALLIANCE OH    44601   S3603A N62578

   DEPT CONTRACT SECURITY UNIL COMM DMS CRIT PROD EFFECTIVE SIGNATURE  RECEIVED  PROCESSED
BA CODE KIND TYPE  CLASS  CODE CODE RATE DSGN SURV I/A NOUN    DATE     DATE      DATE     DATE
JP N   1    J    U  B1     D0B1 1   6  CANTILEVE 84 JAN 09 84 JAN 09  84 MAR 12 85 JAN 31

PAYG    FINAL    FINAL     ESTIMATED    FINAL    FINAL   FINAL    PHYSICAL
 OFG  DELIVERY ACCEPTANCE  CLOSING     PAYMENT  VOUCHER SHIPMENT COMPLETION    CLOSED

TOTAL AMOUNT    TOTAL      DOD       UNLIQUIDATED      UNLIQUIDATED
OF CONTRACT  OBLIGATION  OBLIGATION   OBLIGATION    PROGRESS PAYMENT
 $615,380.00    $615,380.00        $.00    $19,142.04      0.00

               C O N T R A C T   P R O V I S I O N S
-D I S C O U N T  T E R M S- ---PROGRESS PAYMENT PERCENTAGES--- -QTY VAR- WITHHOLD A/A/A MAN -F O B- PKG
% DAY %  DAY NET OTH CEIL US-PAY US-RECOUP FMS-PAY FMS-RECOUP Q/R U/R DATE NSP CERT REV MIN ESR
CHG VE
.00 0 .00 0  30  95.0  95.0  95.0   .0     .0    0 0              9              V

TRAN    LIQ PAT SPEC   ADV HC  --F A P P S--   ---I B O P---    REMIT   FEE    COST
CHG GMSW DMG RTS TOOL  PAY RCPT STATUS DATE    % CC I CT CUR N/A ADDRESS  AMOUNT  AMOUNT
    G        G              A  84 05 30                      $.00    $.00

               C O N T R A C T   R E M A R K S
SPECIAL CONTRACT PROVISIONS    NON CLIN/ELIN PROVISIONS       NAR 9  REMARKS

C PROGRESS PAYMENTS AUTHORIZED       02 PATENT RIGHTS REPORT REQUIRED
E ADMIN GOVT PROP                    05 QUANTITY OPTION
F A84MAY30 FA/PRE PROD SAMPLE RPT    13 GUAR MAX SHIP WGT FOB ORIG MIN SIZE
                                     17 PROG RPT DD375 DUE FROM CONTRACTOR

**************************************************************************
                        FIGURE 2.6.2-20
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UNMC050B   Updated Contracts by Organization Format
                                Code.

NOTE: All remaining report elements are identical to the Updated
Contracts by TD - UNMC050A Report. For a description of each report
element, see UNMC050A Report Element Description.

2.6.2.21 UNMC050C - NEW CONTRACTS BY ORGANIZATION

a. Data Summary

PURPOSE: To identify new contracts which met the
                                validation criteria and were entered
                                into the system.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

ADDITIONAL INFO: The report is produced daily. If there
                                are no new contracts input into the
                                system during the cycle, a negative
                                report is generated.

SORT SEQUENCE: Organization Code/Procurement
                                Instrument Identification Number/
                                Supplement Procurement Instrument
                                Identification Number

PAGE BREAK: Breaks occurs when the page is full.

TOTAL: Number of contracts (piin/SPIIN) per
                                Organization Code.

2.6.2.21 UNMC050C - NEW CONTRACTS BY ORGANIZATION (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UNMC050C              DATE 85 JAN 31                PAGE2

        UPDATED CONTRACTS BY ORGANIZATION

PIIN  N62472 84 C3100  SPIIN     CAO CODE JB  *       AS OF 85 JAN 31
                         C O N T R A C T   D A T A
P S A    IS/         CONTR TYPE                              ADMIN  ISSUED
N N C ACO PCC PA FSCM FACIL CONTR ---CONTRACTOR NAME---    --CITY-- STATE ZIP CODE BY  BY

A I P A6  06  41463   J   MORGAN ENG/AMCA INTERN   ALLIANCE OH  44601  S3603A N62578

DEPT CONTRACT SECURITY UNIL COMM DMS  CRIT PROD   EFFECTIVE  SIGNATURE RECEIVED  PROCESSED
BA CODE KIND TYPE  CLASS  CODE CODE RATE DSGN SURV I/A NOUN    DATE     DATE     DATE     DATE
JP N  1   J   U   B1  D0B1  1   6 CANTILEVE 84 JAN 09  84 JAN 09  84 MAR 12 85 JAN 31

PAYG  FINAL    FINAL      ESTIMATED  FINAL    FINAL     FINAL     PHYSICAL
OFG   DELIVERY ACCEPTANCE CLOSING    PAYMENT  VOUCHER   SHIPMENT  COMPLETION CLOSED

TOTAL AMOUNT     TOTAL       DOD         UNLIQUIDATED          UNLIQUIDATED
OF CONTRACT    OBLIGATION  OBLIGATION     OBLIGATION         PROGRESS PAYMENT
 $615,380.00    $615,380.00     $.00      $19,142.04               0.00
                C O N T R A C T   P R O V I S I O N S
-D I S C O U N T  T E R M S- --PROGRESS PAYMENT PERCENTAGES-- -QTY VAR- WITHHOLD A/A/A MAN
-F O B- PKG
% DAY % DAY NET OTH CEIL US-PAY US-RECOUP FMS-PAY FMS-RECOUP  Q/R U/R DATE NSP CERT REV  MIN
ESR CHG VE
.00 0 .00 0  30    95.0 95.0    95.0     .0     .0     0 0         9              V
TRAN    LIQ PAT SPEC   ADV  HC   ---F A P P S---    ---I B O P---    REMIT     FEE    COST
CHG GMSW DMG RTS TOOL   PAY RCPT   STATUS  DATE   % CC I CT CUR  N/A ADDRESS   AMOUNT AMOUNT
    G      G                      A  84 05 30                              $.00    $.00
                C O N T R A C T   R E M A R K S
SPECIAL CONTRACT PROVISIONS   NON CLIN/ELIN PROVISIONS      NAR 9   REMARKS

C PROGRESS PAYMENTS AUTHORIZED             02 PATENT RIGHTS REPORT REQUIRED
E ADMIN GOVT PROP                          05 QUANTITY OPTION EXPIRES
F A84MAY30 FA/PRE PROD SAMPLE RPT          13 GUAR MAX SHIP WGT FOB ORIG MIN SIZE
                                           17 PROG RPT DD375 DUE FROM CONTRACTOR
*************************************************************************
                        FIGURE 2.6.2-21
```

  c. Report Element Description

     All the report elements are the same as described for the CAR and/or
Contract Abstract.

2.6.2.22 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR

a. Data Summary

PURPOSE: To serve as an inventory of all
                                 contractors within a District, arranged
                                 in alphabetical sequence.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: Semimonthly - Retained until replaced
                                 by subsequent report

ADDITIONAL INFO: Every two weeks, Report UNMC100A is
                                 printed during the production cycle.

SORT SEQUENCE: By Contractor Alphabetical Order

PAGE BREAK: The page break occurs when the page is
                                 full.

2.6.2.22 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR
          (CONT'D)

  b. Sample Report

```
**************************************************************************
REPORT NUMBER UNMC100A          DATE 84 JAN 31              PAGE 18

MASTER CONTRACTOR FILE REFERENCE LIST - BY CONTRACTOR      AS OF 84 01 31

                                                             TYPE
FSCM CAO CONTRACTOR NAME STREET ADDRESS CITY STATE ZIP ACO IS PCC PA    CONTR
                  TSC  PE  QA CD  FTC  CC  QAR  DODAAD

30452 B1 ZURN INDUSTRIES INC 275 1ST AVE N  BIRMINGHAM AL 35021 BE BK SN SC  J

2N891 D1 1ST AMERICAN RESOURCES CORP 3715 NORTHSIDE PKWY ATLANTA GA 30327 AE AF
AN AC J
                                            A10   N  G2  0DN  S1103A




LAST PAGE




**************************************************************************
```
                          FIGURE 2.6.2-22

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT   Master Contractor File Reference List -
UNMC100A   by Contractor Format.

DATE   Date of report (YYMMMDD).

PAGE   Page number.

AS OF   The date the data base reflected the
                                listed contractors.

CAGE   Same as for the CAR.

CONTRACTOR NAME   Self-explanatory.

REPORT ELEMENT	ELEMENT DESCRIPTION

CONTRACTOR ADDRESS
  STREET ADDRESS
  CITY
  STATE
  ZIP
	Self-explanatory.

ACO	Same as for the CAR.
IS	Same as for the CAR.
PCC	Same as for the Contract Abstract.
PA	Same as for the CAR.
TYPE CONTR	The classification of the contractor as to size, etc. For a list of the codes and explanations, see part 1, chapter 5, appendix 2.7 of this manual.
TSC	The Transportation Specialist Code.
PE	The Production Engineer Code.
QA CD	Quality Organization Code of the assigned QA.
FTC	Facility Type Code.
CC	Commodity Code.
QAR	The Quality Assurance Representative Code.
DoDAAD	DoDAAD Code of the office responsible for administering the contract.

2.6.2.23 UNMC100B - MASTER CONTRACTOR FILE REFERENCE LIST BY
           ORGANIZATION

   a. Data Summary

     PURPOSE: To serve as an inventory of all con-
                                     tractors within a District, arranged
                                     in alphabetical sequence.

     SOURCE OF DATA: Data Base

     TYPE/MEDIUM: Output Report - Standard Paper

     FREQ/RETENTION: Semimonthly - Retained until a
                                     subsequent report is produced

     ADDITIONAL INFO: Every two weeks, Report UNMC100B is
                                     printed during the production cycle.

     SORT SEQUENCE: CAO Code/Contractor Name Alphabetical
                                     Sequence

     PAGE BREAK: Occurs when the page is full or when
                                     the CAO Code changes.

2.6.2.23 UNMC100B - MASTER CONTRACTOR FILE REFERENCE LIST BY
          ORGANIZATION (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UNMC100B  DATE 84 JAN 31          CAO CODE 01      PAGE 38

MASTER CONTRACTOR FILE REFERENCE LIST - BY ORGANIZATION   AS OF 84 01 84


                                                              TYPE
FSCM CAO CONTRACTOR NAME STREET ADDRESS CITY STATE ZIP ACO IS PCC PA CONTR
                    TSC PE QA CD FTC CC QAR DODAAD

16299 01 CORNING GLASS WORKS 3900 ELECTRONICS DR RALEIGH NC 27604 AI AC AC A
                             TA   A2    A60  N L2 ARL   S1103A




 LAST PAGE





*************************************************************************
                         FIGURE 2.6.2-23
```

  c. Report Element

    All the report elements are the same as described for the UNMC100A.

2.6.2.24 UNMC260C - SHIPMENT ACCEPTANCE DISCREPANCY NOTICE

a. Data Summary

PURPOSE: Notify the Administrative Contracting
                                Officer about a discrepant destination
                                acceptance shipment. Used to identify
                                the need for followup. See part 2,
                                chapter 3 of this manual for additional
                                information.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: As Required - Until Followup is
                                Complete

SORT SEQUENCE: Contract Administration Office,
                                Administrative Contracting Officer,
                                Industrial Specialist, Contractor,
                                Procurement Instrument Identifi-
                                cation Number

2.6.2.24 UNMC260C - SHIPMENT ACCEPTANCE DISCREPANCY NOTICE (CONT'D)

  b. Sample Report

****
REPORT NUMBER UNMC260C   DATE 84 JUN 29   CAO CODE JB   DART

     ORG JB   SHIPMENT/ACCEPTANCE DISCREPANCY NOTICE

                    ACO 19   IS   X5
                    CONTRACTOR   KEMA INC
                    CONTRACT NO   DAAE0783P4559
                    CALL ORDER
                    ADP POINT   S3602A
                    SHIP TO CODE   W56HZV
                    SHIPMENT NO   MPM0001
                    LINE ITEM NO   0001AA
                    MILSTRIP DOC NO
                    QTY-SHIPPED   00000000349
                    QTY ACCEPTED   00000349
                    DATE DEL/SHIP   84JAN29
                    REASON   S   *SHORTAGE*

****
                        FIGURE 2.6.2-24

  c. Report Element Description

     All the report elements are the same as described for the CAR and/or
Contract Abstract, with the exception of the Discrepancy Codes. Those
are described below.

CODE   EXPLANATION

D   Documentation (incomplete, improper, or without authority;
                precludes acceptance).

M   Misdirected (material sent to the wrong activity).

N   Nonconforming (items do not meet the specification).

O   Overage (quantity received is in excess of the quantity on
                the shipping document).

S   Shortage (quantity received is less than the quantity on
                the shipping document).

T   Technical Data (missing, mutilated, incomplete - includes
                Warranty Data).

U   Undelivered.

W   Wrong item.

X   Damaged.

2.6.2.25 UNMC300B - REQUEST FOR ACCEPTANCE OF FIRST ARTICLE

   a. Data Summary

   PURPOSE: Notifies the Administrative Contracting
                              Officer that the first article approval
                              date is due in 10 days and acceptance
                              or the rejection has not been received
                              from the designated acceptance
                              activity.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Output Report - Standard Paper

   FREQ/RETENTION: As Required - Until Follow-up Action is
                              Complete

   SORT SEQUENCE: Contract Administration Office,
                              Administrative Contracting Officer,
                              Industrial Specialist, Procurement
                              Instrument Identification Number

2.6.2.25 UNMC300B - REQUEST FOR ACCEPTANCE OF FIRST ARTICLE (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UNMC300B     DATE 85 FEB 12     CAO CODE JB        PAGE

ORG JB                REQUEST FOR ACCEPTANCE OF FIRST ARTICLE

                 ACO   A7   IS   A3

                 TYPE OF REQST   1ST FOLLOW-UP

                 CONTRACTOR      JO-BAR MFG CORP

                 CONTRACT NO     F096038301149

                 CALL/ORDER      0001

                 ADP POINT       S3602A

                 SHIP TO CODE    FD2060

                 SHIPMENT NO     JBC0002

                 LINE ITEM NO    001AA

                 QTY SHIPPED     00000002

                 QTY ACCEPTED    00000000

                 DATE DEL/SHIP   84 NOV 01

                 REPLY TO        DCMR  CLEVELAND

LAST PAGE




*************************************************************************
                         FIGURE 2.6.2-25
```

  c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UNMC300B   Request for Acceptance of First Article.

DATE   Report date (YYMMMDD).

CAO CODE   Contract Administration Office responsible
                               for the contract.

ORG   Organization within the CAO who is
                               responsible for the contract.

ACO   Administrative Contracting Officer
                               Identification Code.

REPORT ELEMENT	ELEMENT DESCRIPTION
IS	Industrial Specialist Identification Code.
TYPE OF REQST	Which follow-up request this is.
CONTRACTOR	In-the-clear name of the contractor responsible for the contract.
CONTRACT NO	The Procurement Instrument Identification Number - 13-position alphanumeric number.
CALL/ORDER	A four position alpha, numeric or alpha numeric code identifying the order if applicable.
ADP POINT	The DoDAAC of the office where the computer servicing activity responsible for the contract is located.
SHIP TO CODE	The six position code depicting the location where the material/service was shipped/accomplished.
SHIPMENT NUMBER	The seven or eight position number assigned by the contractor which shows the total number of shipments made against the contract.
LINE ITEM NO	The number used to identify the item/ service shipped/completed.
QTY SHIPPED	The number of items/services shipped/ completed.
QTY ACCEPTED	The number of items/services that were considered acceptable.
DATE DEL/SHIP	The date the material was shipped.
REPLY TO	The DFAS Office making payment.

2.6.2.26 UNMD010A - INQUIRY REJECTION

a. Data Summary

PURPOSE: This report is used to identify the
                             rejected inquiry(ies). The report will
                             consist of an image of the rejected
                             inquiry, a description of the error
                             condition(s), the requestor, and the
                             Contract Administration Office.

SOURCE OF DATA: Inquiry Transaction

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Necessary - As Determined Locally

ADDITIONAL INFO: This report is produced each time an
                             inquiry is rejected. The report will
                             also identify the position(s) of the
                             inquiry record which contained err-
                             oneous/invalid data. The rejected
                             inquiry must be corrected and reentered
                             into the system.

SORT SEQUENCE: Contract Administration Office
                             Organization Code

PAGE BREAK: The page break occurs on each inquiry.

2.6.2.26 UNMD010A - INQUIRY REJECTION (CONT'D)

  b. Sample Report

```
********************************************************************************
REPORT NUMBER UNMD010A        DATE 84 MAR 30          CAO CODE 03        PAGE 1

DELAYED INQUIRY REJECTION REPORT  REQUEST DATA 84 MAR 30   FOR CAO   TO REQUESTOR 03/BG

0         1         2         3         4         5         6         7         8
12345678901234567890123456789012345678901234567890123456789012345678901234567890 12
NHA15              84MAR30C3/BGX   35351   C3

  REASON/S/ FOR REJECTION         REQUEST LEVEL /27-29/ IS INVALID




********************************************************************************
                              FIGURE 2.6.2-26
```

  c. Report Element Description

    All the report elements are the same as described for the CAR and/or
the Contract Abstract, except for:

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD010A	Inquiry Rejection Report Format Code.
FOR_____	Request level for Region, CAO or ACO.
TO REQUESTOR	The alphanumeric distribution code of the requestor at the routing level.
RECORD IMAGE OF INQUIRY TRANSACTION	82 spaces - Self-explanatory.
REASON(S) FOR REJECTION	Up to 25 coded messages detailing the reasons the inquiry rejected. See part 2, chapter 5 of this manual for error message meanings and correction requirements.

2.6.2.27 UNMD020A - NEGATIVE CAR INQUIRY REPORT

a. Data Summary

PURPOSE: To inform the requestor that the condition
                               requested on the CAR Inquiry Transaction
                               did not exist on the data base.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: Contract Administration Office Organization
                               Code/Requestor.

PAGE BREAK: By transaction (each FIC on a separate
                               page).

2.6.2.27 UNMD020A - NEGATIVE CAR INQUIRY REPORT (CONT'D)

  b. Sample Report

```
**********************************************************************************
REPORT NUMBER UNMD020A     DATE 90 FEB 13        CAO CODE AC              PAGE 1

   NEGATIVE INQUIRY REPORT        REQUEST DATE 90 FEB 13        TO REQUESTOR SUE

0         1         2         3         4         5         6         7         8
1234567890123456789012345678901234567890123456789012345678901234567890123456789012
NHJXJB14 52970      253      SUE        XXX      AC
```

```
**********************************************************************************
                              FIGURE 2.6.2.27
```

  c. Report Element Description

    All the report elements are the same as described for the CAR,
except for:

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD020A	Negative CAR Inquiry Report Format Code.
DATE	Date of report (YYMMMDD).
CAO CODE	The Contract Administration Office Organization Code to which the report will be routed.
PAGE	Page number.
REQUEST DATE	Date the inquiry was made (YYMMMDD).
TO REQUESTOR	The alphanumeric distribution code of the requestor at the routing level.
RECORD IMAGE OF INQUIRY TRANSACTION	Self-explanatory (82 spaces).

2.6.2.28 UNMD040A - CONTRACT ABSTRACT - NEW CONTRACT/SHORT ABSTRACT

a. Data Summary

PURPOSE: To provide a comprehensive overview of data
                           resulting from receipt of new contracts.
                           May be used by COF to help control the
                           receipt and distribution of contractual
                           documents. The ACO will also use the
                           report to verify initial data input. (RPT
                           UNMD040A, generates for new contract input
                           only; however, due to programming comp-
                           lexity, a correction/modification abstract
                           may occasionally generate. This can be
                           discarded.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: Daily - As Determined Locally

SORT SEQUENCE: Procurement Instrument Identification
                           Number, Supplementary Procurement
                           Instrument Identification Number

PAGE BREAK: Procurement Instrument Identification
                           Number, Supplementary Procurement
                           Instrument Identification Number

2.6.2.28 UNMD040A - CONTRACT ABSTRACT - NEW CONTRACT/SHORT ABSTRACT
          (CONT'D)

  b. Sample Report

```
*************************************************************************************************
REPORT NUMBER UNMD040A          DATE 88 JUL 19          CAO CODE YT              PAGE 1
                C O N T R A C T   A B S T R A C T-----NEW CONTRACT/SHORT ABSTRACT
        RGS    SYM    MOD/CALL/NAME
REASON FOR REQUEST    K3      QA      CYCLE GEN

PIIN F4160887M5671  SPIIN   ORG CODE YT              AS OF 88 JUL 19
                C O N T R A C T O R   D A T A
      TYPE      FSCM        FACIL NAME                CITY      STATE      ZIP CODE
       J       34401       WEIGH-TRONIX INC           FAIRMONT    MN        56031-1439
                C O N T R A C T   D A T A
PRT SEC ASG KND TYP ACO PA IS/PC CRIT DMS RTG PS COMM I/A SCL UNL DEP BA ISS BY ADM BY PAY OFF NOUN   PROC DATE
8   1   P   1   J   TK     QA    C 00C9  3  C9  1   U   U  F  SA FD2050 S2401A S2603A TEARDOWN AN 88
JUL 19

EFFECTIVE SIGNATURE RECEIVED  FIN DEL SCH  FINL SHIP FINL ACCP PHYS COMP OVERAGE EST CLOSG FINL VOU  FINAL PAY
CLOSED DT
87 JUL 07 87 JUL 07 88 JUL 15  87 AUG 07
TOTAL AMOUNT OF CONTRACT TOTAL OBLIGATION ODO OBLIGATION  UNLIQUIDATED OBLIG UNLIQUIDATED PRG PAY
$135.00          $135.00         $.00       $135.00             $.00
ACO CANCEL FUNDS AMOUNT
   .00
                C O N T R A C T   P R O V I S I O N S
TRAN   LIQ PAT   SPEC ADV   HC   ----F A P P S----  ----I B O P----   REMIT   FEE   COST
CHG GMSW DNG RTS TOOL PAY RCPT STATUS DATE  % CC  1 CT CUR  N/A ADDRESS AMOUNT MOUNT
Y               R                    $.00 $.00
            MILSCAP

                C O N T R A C T   R E M A R K S
SPECIAL CONTRACT PROVISIONS          NON CLIN/ELIN PROVISIONS          NAR 9 REMARKS
                          07 ACO DUTY FREE ENTRY NOTIFICATION CMPL


    ACO UNCODED REMARKS
NAR 5   NONMILSTRIP

                F I N A C I A L   D A T A
PAYEE    WEIGH-TRONIX INC    1000 N ARMSTRONG DR    FAIRMONT    MN  560311439 ADDRESS

S AC     LIM/    SUPPLEMENTAL    CPN    MULIT  NON CLIN/ CHG OBLIGATED UNLIQUIDATED
C RN FC  APPROP SUBH  ACCOUNTING CLASSIFICATION  RECIP PAYOFC  ELIN PROV  TO DATE AMOUNT AMOUNT
2 AA 6E   0050 6E76306AJFDUU01100000000000000504300  F0430P 8201 $135.00 $135.00
                          TOTAL FINANCIAL       $135.00
LAST PAGE
*************************************************************************************************
                          FIGURE 2.6.2-28
```

  c. Report Element Description

     All report elements are the same as described for the Contract
Abstract Inquiry (UNMD040D) except the short form abstract does not
provide the line item/schedule data, applied modifications, and shipment
data.

2.6.2.29 UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE (NHA/NHB)

a. Data Summary

PURPOSE: Depending upon the extent of the inquiry
                                made the Abstract will show all data
                                currently included in the system for a
                                particular contract, including Line Item
                                schedule and shipment data, and FOB
                                points for the Line Items. May be used
                                by Contract Administration or Production
                                to verify and/or correct data system
                                content.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQ/RETENTION: As Requested

SORT SEQUENCE: Procurement Instrument Identification
                                Number, Supplementary Procurement
                                Instrument Identification Number

PAGE BREAK: Procurement Instrument Identification
                                Number, Supplementary Procurement
                                Instrument Identification Number

2.6.2.29 UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE (NHA/NHB)
          (CONT'D)

  b. Sample Report, Page 1

```
*************************************************************************
REPORT NUMBER UNMDO040D      DATE 84 FEB 29      CAO CODE JA              PAGE 1

  REQUESTED ABSTRACT REPLY     REQUEST DATE 84 FEB 29    FOR REGION    TO REQUESTOR CO2
                    C O N T R A C T   A B S T R A C T-----CORRECTION ACTION
PIIN DAAE07 83 CA359  SPIIN          ORG CODE JJ                 AS OF 84 FEB 29
                    C O N T R A C T O R   D A T A
     TYPE   FSCM    FACIL  NAME                  CITY     STATE    ZIP CODE
      A    39215    MCCORD CORP                DETROIT    MI    40202
                    C O N T R A C T   D A T A
PRT SEC ASG KND TYP ACO PA IS/PC CRIT DMS RTG PS COMM I/A SCL UNL DEP BA ISS BY  ADM BY
PAY OFF     NOUN    PROC DATE
A 1 P 1 J NS    2N   DOA9 2 9E 1 U   A  BR W56HZV S2305A S3602A RADIATOR  84 JAN 03

EFFECTIVE SIGNATURE RECEIVED  FIN DEL SCH  FINL SHIP FINL ACCP PHYS COMP OVERAGE EST CLOSG
FINL VOU  FINAL PAY  CLOSED DT
83 JUN 14 83 JUN 14 83 DEC 30  85 MAY 31

 TOTAL AMOUNT OF CONTRACT   TOTAL OBLIGATION   ODO OBLIGATION   UNLIQUIDATED OBLIG   UNLIQUIDATED PRG PAY
 $747,456.96    $747,456.96    $.00    $933,070.08   $.00
ACO CANCEL FUNDS AMOUNT
      20000.00
                    C O N T R A C T   P R O V I S I O N S
- D I S C O U N T   T E R M S--PROGRESS PAYMENT PERCENTAGES  QTY VAR   WITHHOLD   A/A/A   MAN   -F O B-  PKG **
% DAY  % DAY   NET   OTH  CEIL  US PAY US RECOUP FMS PAY FMS RECOUP O/R  U/R  DATA NSP  CERT   REV  MIN
ESR CHG VE
.00 00 .00 00  30    95.0  95.0    .0    .0    .0    00    00   F      Y

TRAN   LIQ PAT SPEC ADV  HC  ----F A P P S----  ----I B O P----  REMIT FEE COST
CHG GMSW DNG RTS TOOL PAY RCPT STATUS DATE % CC 1 CT CUR N/A ADDRESS AMOUNT   AMOUNT
P  G        R                    R      $.00  $.00
            MILSCAP

                    C O N T R A C T   R E M A R K S
 SPECIAL CONTRACT PROVISIONS          NON CLIN/ELIN PROVISIONS       NAR 9 REMARKS
C PROGRESS PAYMENTS AUTHORIZED                    05 QUANTITY OPTION EXPIRES
D REMITTANCE ADDRESS                         13 GUAR MAX SHIP WGT/FOB ORIG MIN SIZE
                              20 COST ACCOUNTING STANDARDS CLAUSE
                              26 EXTENT QTY VARIATION CLAUSE
                              34 cancelled funds
   ACO UNCODED REMARKS
NAR 9   03334




LAST PAGE
*************************************************************************
                    FIGURE 2.6.2-29a
```

```
2.6.2.29  UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE (NHA/NHB)
          (CONT'D)


  Sample Report, Page 2


***********************************************************************************
REPORT NUMBER UNMD040D        DATE 84FEB29        CAO CODE JA              PAGE 2
  REQUESTED ABSTRACT REPLY      REQUEST DATE 84 FEB 29   FOR REGION   TO REQUESTOR CO2


            C O N T R A C T   D A T A---INQUIRY REQUESTED
PIIN DAAE07 03 CA399    SPIIN        ORG CODE JJ              AS OF 84 FEB 29
          F I N A N C I A L   D A T A
PAYEE    MCCORD CORPORATION        P O BOX 49-202 A     DETROIT  MI   40232
ADDRESS
SA C  LIM/  SUPPLEMENTAL  CPN  MULTI  NON CLIN/  CHG  OBLIGATED   UNLIQUIDATED
C RN PC APPROP  SUBH  ACCOUNTING CLASSIFICATION RECIP  PAYOFC ELIN PROV  TO DATE
AMOUNT   AMOUNT
1 AA GP        36D4050 P3111 3111 S20113 8C025     4012  $370,107.08  $159,341.60
1 AB GP        36D4050 P3111 3111 S20113 8C035     4012    $3,279.26        $.00
1 AC GP        36D4050 P3111 3111 S20113 8C076     4012      $362.14        $.00
1 AD UK        36D4050 P3111 3111 S20113 8C003     3363  $373,728.98  $373,728.48
          L I N E   I T E M / S C H E D U L E   D A T A
CLIN/  SUB  SPN  NAT'L STOCK NO.  NOUN  FOB  O/R  TOT ON ORDR  E  SVC COMP DT E  UNIT
PRICE E
ELIN  L/I  REC  PART NO/SERVICE  LNE ACRN  I/A  U/R  UN TOT SHIPPED  TOT ACCEPTED  FAA DT
LNE PROC DT
 BASIC CLIN  MILSTRIP  SCH ACRN SHP TO  MRK FOR  SCHED QTY E  SCHED DATE E  MOD NO  MOD
DATE SCH PROC DT
0001   AA   W56HZV 2930010814294   RADIATO  02   1022   S362.1400
                    AA   SS 02   EA   582     582        84 FEB 10


           W56HZV3014D101      AA   U   150   84 MAR 31        84 FEB 29
           W56HZV3014D101      AA   U   150   84 APR 30        84 FEB 29
           W56HZV3014D101      AA   U   150   84 MAY 31        84 FEB 29
           W56HZV3014D101      AA   U   150   84 JUN 30        84 FEB 29
           W56HZV3014D101      AA   U   150   84 JUL 31        84 FEB 29
           W56HZV3014D101      AA   U   150   84 AUG 31        84 FEB 29
           W56HZV3014D101      AA   U    71   84 SEP 30        84 FEB 29


0002   AA   W56HZV 2930010614294   RADIATO  02   9       S362.1400
                    AB   SS 02   EA   9       9        84 JAN 10


0003   AA   W56HZV 2930010614294   RADIATO  02   1       S362.1400
                    AC   SS 02   EA   1       1        84 JAN 10


0004   AA   W56HZV 2930010614294   M113 RA  02 500       S362.1400
                    AD   SS 02   EA   0       0        85 DEC 29
           W56HZV3154D105      AD   U   100   84 APR 30   P002   83 DEC 13 84 FEB 29
           W56HZV3154D105      AD   U   100   84 DEC 30   P002   83 DEC 13 84 FEB 29
           W56HZV3154D105      AD   U   100   85 JAN 31   P002   83 DEC 13 84 FEB 29
           W56HZV3154D105      AD   U   100   85 FEB 28   P002   83 DEC 13 84 FEB 29
           W56HZV3154D105      AD   U   100   85 MAR 31   P002   83 DEC 13 84 FEB 29
0005   AA   W56HZV 2930010614294   M113 RA  02 532
                    AD   SS 02   EA   0       0        S362.1400
                                                    83 DEC 29

LAST PAGE

***********************************************************************************
                        FIGURE 2.6.2-29b
```

2.6.2.29 UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE (NHA/NHB)
          (CONT'D)

   Sample Report, Page 3

****
REPORT NUMBER UNMD040D   DATE 84 FEB 29   CAO CODE JA   PAGE 3

     REQUESTED ABSTRACT REPLY   REQUEST DATE 84 FEB 29   FOR REGION   TO REQUESTOR CO2

                    C O N T R A C T   D A T A-- -INQUIRY REQUESTED
PIIN DAAE07 03 CA399   SPIIN   ORG CODE JJ   AS OF 84 FEB 29

             L I N E I T E M / S C H E D U L E   D A T A
CLIN/ SUB SPN NAT'L STOCK NO. NOUN FOB O/R TOT ON ORDR E SVC COMP DT E UNIT PRICE E
ELIN L/I REC PART NO/SERVICE LNE ACRN I/A U/R UN TOT SHIPPED TOT ACCEPTED FAA DT LNE PROC
DT

 BASIC CLIN MILSTRIP SCH ACRN SHP TO MRK FOR SCHED QTY E SCHED DATE E MOD NO MOD
DATE SCH PROC DT**

            W56HZV3155D181   AD   U   100 84 APR 30   P002   83 DEC 13 84 FEB 29
            W56HZV3155D181   AD   U   100 84 DEC 30   P002   83 DEC 13 84 FEB 29
            W56HZV3155D181   AD   U   100 85 JAN 31   P002   83 DEC 13 84 FEB 29
            W56HZV3155D181   AD   U   100 85 FEB 28   P002   83 DEC 13 84 FEB 29
            W56HZV3155D181   AD   U   100 85 MAR 31   P002   83 DEC 13 84 FEB 29
            W56HZV3155D181   AD   U   32 85 MAY 31   P002   83 DEC 13 84 FEB 29

             A P P L I E D   M O D I F I C A T I O N S
NUMBER K S HC EFF DTE NUMBER K S HC EFF DTE NUMBER K S HC EFF DTE NUMBER K S HC EFF
DTE NUMBER K S HC EFF DTE
A00001 S R 83 SEP 15 P00001 P R 83 OCT 27 P00002 P R 83 DEC 13 P00003 P R 83 DEC 28

             S H I P M E N T   D A T A
SHP NBR CLIN   P A QTY SHP QTY AC   UN   DTE SHP   DTE AC   SHP ADV   PNK/P/Q PROC
DT   SHP Z MILSTRIP NBR MARK 4
MCC0001 0001AA S   360   360   EA 83 NOV 30   83 NOV 30 W45G10
MCC0002 0001AA S   222   222   EA 83 DEC 22   83 DEC 22 W45G10
MCC0002 0002AA S   9   9   EA 83 DEC 22   83 DEC 22 W45G10
MCC0002 0003AA S   1   1   EA 83 DEC 22   83 DEC 22 W45G10

LAST PAGE

****
                              FIGURE 2.6.2-29c

c. Report Element Descriptions

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD040D	Contract Abstract - Inquiry Requested.
DATE	Report date (YYMMMDD).
CAO CODE	Contract Administration Office Organization providing input.
PAGE	Page number.
REQUEST DATE	Date of request (YYMMMDD).
FOR	The office symbol of the office making the request.
TO	Name of requester.
RGS	Reading Group Specialist Code.
SYM	Symbol; identifies office/section of requester.
MOD/CALL/NAME	Name or RGS Code of requestor.
PIIN	Procurement Instrument Identification Number (The Contract Number).
SPIIN	Supplementary Procurement Instrument Identification Number is the number used in conjunction with the basic PIIN to identify (1) amendments to solicitation (four position alphanumeric serial number); (2) calls/orders against Basic Ordering agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs, or BPAs and a two position serial number for calls/orders).
ORG CODE	Contract Administration Office Organization Code of the office responsible for administering the contract.
*	Asterisk will appear after the ORG Code to denote contracts existing prior to DBMS Phase II implementation. Therefore, the asterisk will alert the user that this was a converted contract and all data base elements may not be available.
AS OF	Date of last action against contract, call, or order.
CONTRACTOR DATA	Contractor data section.

REPORT ELEMENT	ELEMENT DESCRIPTION
TYPE	The classification of contractors in accordance with the FAR. For a list of the codes and explanations see part 1, chapter 5, appendix 2.7 of this manual.
CAGE	Commercial and Government Entity Code assigned to identify each contractor separately.
FACIL	The Federal Supply Code of the facility where the work is to be performed. When more than one facility will be involved in performing the contract, a 9 will appear in this field.
NAME	In-the-clear contractor's name.
CITY STATE ZIP CODE	Contractor's City, State, and ZIP Code.
CONTRACT DATA	Contract data section.
PRT	Contract Administration Reporting Part Number Code relates to the CAR part A, B, C, or D (each requiring different levels of contract administration) that this contract has been assigned.
SEC	Contract Administration Reporting Section Number is a code assigned to a procurement instrument that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.11 of this manual.
ASG	Contract Assignment Code depicting the type of administrative responsibility assigned to a contract.

CODE

G - Disbursement only
P - Primary Administration
S - Support Administration of Prime
    Contracts
T - Support Administration for Subcont-
    racting

| KND | Kind of contract reflects the basic intent of the contract such as procurement of supplies, research, etc. A list of kind codes and explanations are contained in part 1, chapter 5, appendix 2.8 of this manual. |

REPORT ELEMENT	ELEMENT DESCRIPTION
TYP	Type of contract identifies the specific type of contract pricing provisions. A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.9 of this manual.
ACO	The Administrative Contracting Officer Assigned Identification Code.
PA	A locally assigned code identifying a specific property administrator responsible for administering any property applicable to a contract.
IS/PC	A locally assigned code identifying a specific industrial specialist or contract management assistant to whom the contract is assigned for surveillance.
CRIT	Criticality Designator Code designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 1, chapter 5, appendix 2.27 of this manual.
DMS RTG	Defense Priority System rating. The DPS requires prime contractors of defense agencies, their subcontractors and suppl- iers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DPS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS Rating Codes are contained in part 1, chapter 5, appendicies 2.16 and 2.17 of this manual.

REPORT ELEMENT	ELEMENT DESCRIPTION
PS	Production Surveillance Code identifies the degree of progress surveillance to be performed by the Contract Administration Services Activity. The category codes are normally assigned based on the urgency, priority, or the contractor performance history. A list of the PS Codes and explanations are contained in part 1, chapter 5, appendix 2.18 of this manual.
COMM	Commodity Code designates a grouping of supplies, construction, or other services with QA responsibilities. A listing of the codes and explanations are contained in part 1, chapter 5, appendix 2.2 of this manual.
IRSIND	IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.
I/A	Inspection/Acceptance Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.23 of this manual.
SCL	Security classification used to show if a security classification has been assigned to the procurement instrument. The field will be coded C if the documents are classified or coded U if not classified.
UNL	Unilateral Contracts/Purchase Orders will be coded U when a UNIL applies; otherwise, will be blank.
DEP	A code used for Service Agency Designation. A list of the department codes are contained in part 1, chapter 5, appendix 2.6 of this manual.
BA	Buying activity that placed the contract.
ISS BY	DoDAAD Code of the office submitting the contract data.
ADM BY	DoDAAD Code of the organization responsible for administering the contract.
PAY OFC	DoDAAD Code of the office authorized to make payment.

REPORT ELEMENT	ELEMENT DESCRIPTION
NOUN	Represents the first 11 positions of the name and/or description of the item being procured.
PROC DATE	The date that the last transaction was processed against the contract data record.
EFFECTIVE	Effective Date or order date (YYMMMDD).
SIGNATURE	Signature Date (YYMMMDD).
RECEIVED	Date the procurement instrument was received at the DFAS (YYMMMDD).
FIN DEL SCH	Final Delivery Schedule date represents the latest date on file for the contract to be completed (YYMMMDD).
FINL SHIP	The date the contractor made final shipment on the contract (YYMMMDD).
FINL ACCP	The date on which the final line item or increment of shipment was accepted (YYMMMDD).
PHYS COMP	The date the contract moves from CAR section 1 to CAR section 2 (YYMMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMMDD). It is computed from the physical completion date as follows: (1) FP unilateral contract value under $25,000 - three months; (2) all other fixed price contracts except (1) above - six months; (3) Cost-Reimbursement contracts requiring settlement of overhead rates - 36 months; (4) all other contract types - 20 months.
EST CLOSG	Estimated date contract will be closed if contract closure is expected to be delayed beyond the overage date (YYMMMDD).
FINL VOU	The final payment voucher number.
FINAL PAY	The date of the voucher reflecting final payment of the contract (YYMMMDD).
CLOSED DT	The date the contract moved to section 5 (YYMMMDD).
TOTAL AMOUNT OF CONTRACT	The face value of the contract in dollars and cents. If no costs are involved the field will be zero filled.

REPORT ELEMENT	ELEMENT DESCRIPTION
TOTAL OBLIGATION	The amount stated at a contract or call/order level by appropriation, which a Government Agency will eventually disburse for goods or services under that contract or call/order.
ODO OBLIGATION	The amount for a contract call/order that other disbursing offices have obligated.
UNLIQUIDATED OBLIG	The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
UNLIQUIDATED PRG PAY	The total unrecouped progress payments made to the contractor or subcontractor.
ACO CANCEL FUNDS AMOUNT	The total amount of remaining ULO for all ACRNs that contain a canceled fund indicator, which designates that the Appropriation for the ACRN was canceled in a previous fiscal year.
CONTRACT PROVISIONS	Contract Provisions section of the abstract. Provisions are shown as applicable/input.
DISCOUNT TERMS	Discount terms offered by the contractor for payment made within stated periods.
%	First discount percentage (if offered by the contractor).
DAY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DAY	Second discount period in days.
NET	Net discount days.
OTH	Other terms offered by the contractor.
PROGRESS PAYMENT PERCENTAGES	Work-In-Progress (WIP) Ceiling Percentage is the percentage factor used to determine the maximum total amount payable as progress payments. When no percentage is specified, use 90%; for contracts with small business use 95%.
CEIL	WIP Ceiling Percentage.
US PAY	U.S. Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for U.S. requirements.

REPORT ELEMENT	ELEMENT DESCRIPTION
US RECOUP	U.S. Work-In-Progress Recoupment Percentage is the percentage rate at which progress payments are iquidated from invoices submitted. When no percentage is stated, use 90%; for small business, use 95%.
FMS PAY	Foreign Military Sales Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for FMS requirements.
FMS RECOUP	Foreign Military Sales WIP Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted. When no percentage is stated, use 95%; for small business, use 100%.
QTY VAR O/R	Quantity Variance Over is the percentage of the total contract quantity which the contractor can deliver in addition to the total on order quantity.
QTY VAR U/R	Quantity Variance Under is the percentage of the total contract quantity which can be undershipped by the contractor.
WITHHOLD DATA	If coded, payment will be withheld due to delay in receipt of technical data.
WITHHOLD NSP	If coded, payment will be withheld until receipt of all not-separately-priced line items are received.
A/A/A CERT	AFO, Auditor, or ACO Approval indicates a requirement for contractor certification of precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification for a list of the codes and explanations see part 1, chapter 5, appendix 2.32 of this manual.
MAN REV	Mandatory Review of the contract is a required action by the voucher examiner for certain types of contracts to determine payment entititlements. For a list of the codes and explanations see part 1, chapter 5, appendix 2.33 of this manual.
FOB MIN	FOB Origin/Minimum Size of Shipment. This clause of the contract states that the contractor will make shipment in carload or truckload lots in accordance with the delivery schedule. Failure to comply will result in the contractor becoming liable for the increased costs of shipping.

REPORT ELEMENT	ELEMENT DESCRIPTION

<u>CODE</u>

Blank - FOB original minimum size ship-
      ment clause is not applicable to
      specified contract.
F   - FOB original minimum size ship-
      ment clause is applicable to
      specified contract.

FOB ESR   FOB Destination/Evidence of Shipment re-
quired. This clause states that the con-
tractor will: (1) Provide delivery of
goods to the destination site at no
additional cost to the Government, and
(2) Attach to invoice a receipted copy
of the appropriate delivery document show-
ing receipt at the destination specified in
the contract.

<u>CODE</u>

Blank - FOB Destination/Evidence of ship-
      ment clause is not applicable to
      specified contract.
T   - FOB Destination/Evidence of ship-
      ment clause is applicable to
      specified contract.

PKG CHG   Packaging Charges authorized is used when
the contractor is authorized to bill for
packaging or handling as a separate item on
the invoice.

<u>CODE</u>

Blank - Contractor is not authorized to
      bill for packaging and handling
      as a separate item on invoice.
P   - Contractor is authorized to bill
      for packaging and handling as a
      separate item on invoice.

VE   Value Engineering clause indicator depicts
whether an award contains a VE clause. For
a list of the codes and explanations see
part 1, chapter 5, Value Engineering Clause
Codes.

<u>CODE</u>

V   - Contract includes VE incentive
      clause.
Y   - Contract includes VE program or
      both incentive and program
      clauses.
Blank - No VE incentive or program
      clauses.

REPORT ELEMENT	ELEMENT DESCRIPTION
TRN CHG	Transportation freight charges authorized are used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.

<div align="center">CODE</div>

F - Transportation freight charges authorized by CLIN or SUB-CLIN on the contract.

Y - Transportation freight charges authorized by special provision of the contract.

P - Parcel Post charges are authorized.

GMSW	Guaranteed Maximum Shipping Weight/Dimension clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clause is applicable; otherwise, will be blank.
LIQ DMG	Liquidated Damages charges authorized will be blank if the clause does not apply. See part 1, chapter 5, appendix 2.34 of this manual for a list of the codes and explanations.
PAT RTS	Patent/Royalty/Technical Data required when there is a requirement for the contractor to submit a patent, royalty or tech data clearance certificate upon completion of contract. For a list of the codes and explanations see part 1, chapter 5, appendix 2.35 of this manual.
SPEC TOOL	Special Tooling. Unique tooling for which the Government acquires full rights under a contract when other than a line item of the contract. If the special tooling clause is applicable, the field will be coded S; otherwise, it will be blank.
ADV PAY	Advance Payment authorized indicates advance payment can be made to prime contractors or by prime contractors to subcontractors or suppliers prior to, in anticipation or, and for the purpose of complete performance under a contract.
HC RCPT	Hard Copy Receipt Indicator indicates receipt or nonreceipt of hard contractual documents for which abstract data has been entered into the system from remote terminals.

REPORT ELEMENT	ELEMENT DESCRIPTION

<u>CODE</u>

A - Awaiting receipt of the hard copy of the contractual document.
R - The hard copy of the contractual document has been received.

FAPPS STATUS   First Article/Preproduction Sample when coded will FAPPS DATE show a first article requirement. If coded A in the status, the first article test is complete and the date represents the date of the Government acceptance. If coded F in the status, the first article requirements have not yet been completed and the date represents its due date. If there are no first article requirements on the contract, these fields will be blank.

IBOP   International Balance of Payments.

%   IBOP Percentage is the conversion rate of U.S. currency to foreign currency. If there is an IBOP percentage clause in the contract, the field will be coded P; otherwise, will be blank.

CC   Country Code identifying the territory or nation in which payment will be addressed to the contractor. See part 1, chapter 5, appendix 2.31 of this manual for the current list of assigned Country Codes.

I   IBOP Indicator will be coded K if an IBOP clause s applicable on this contract; otherwise, will be blank.

CT   IBOP Supplemental Payment Category Codes. See part 1, paragraph 1.5.2.86 of this manual for an explanation of each code.

CUR   Payment Currency is the currency that will be used to pay the contract.

N/A   Name and Address indicator will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.

Blank - Alternate Payee is not applicable.
R   - Contractor remittance address.
N   - Notice of assignment.
C   - Canadian Commercial Corporation.

REPORT ELEMENT	ELEMENT DESCRIPTION
REMIT ADDRESS	Contractor's Remittance Address is the Commercial and Government Entity (CAGE) where the contractor desires payments to be made.
FEE AMOUNT	The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.
COST AMOUNT	The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or auditor in acceptance with the terms of the contract.
CONTRACT REMARKS	Contract Remarks data section.
SPECIAL CONTRACT PROVISIONS	A code followed by the related in-the-clear message(s) identifying certain contract provisions which require specialized attention and handling. See part 1, chapter 5, appendix 2.3 of this manual for a list of codes and explanations.
NON CLIN/ELIN PROVISIONS	A code followed by the related in-the-clear message(s) of requirements expressing contractor responsibilities not directly involving performance on the supplies line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. See part 1, chapter 5, appendix 2.5 of this manual for a list of the codes and explanations.
NAR 9 REMARKS	A code followed by the related in-the-clear message(s) of standard ACO remarks used to indicate the presence of contract clauses and other contract administration requirements. See part 1, chapter 5, appendix 2.4 of this manual for a list of codes and explanations.
NAR 1	NAR 1 section is used with support (secondary) administration type contracts.
PRIME CONTR PIIN	Prime contractor PIIN.
PRIME CONTR SPIIN	Prime contractor SPIIN.
UPPER TIER CONTR NAME	The primary contractor for the support contract.
UPPER TIER CONTR ADDR	The primary contractor's address.
NAR 2	NAR 2 section is used only on those contracts assigned for prime administration which are physically complete and are being reported to section 2.

REPORT ELEMENT	ELEMENT DESCRIPTION
PHYSICAL COMPLETION	The date the contract moves from CAR section 1 to CAR section 2.
FINAL ACCEPTANCE	The date on which the final items on a contract will be completed (YYMMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMMDD). It is computed from the physical completion date as follows: (1) FP unilateral contract value under $25,000 - Three months; (2) All other fixed-price contracts except above - Six months; (3) All other contract types - 20 months.
ESTIMATED CLOSING REASON CODES	Estimated date contract will be closed if contract closure is expected to be delayed beyond the overage date. Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.22 of this manual.
NAR 3	NAR 3 section is used to report data on dormant contracts.
FIRST SHOWN REASON CODES	The date a contract first appeared in section 3 of the CAR. Code(s) indicating the reason the contract is dormant. For a list of the codes and explanations see part 1, chapter 5, appendix 2.37 of this manual.
REASON FOR DORMANCY	In-the-clear remarks relative to the Dormancy Reason Code.
NAR 4	NAR 4 section is reserved for use by the finance office in conjunction with its responsibility for the CAR.
FIRST SHOWN	The date a contract first appeared in section 4 of the CAR.
FINANCE OFFICE REMARKS NAR 5, 6, AND 7 ACO UNCODED REMARKS	In-the-clear remark explaining the reason(s) the contract was included in CAR section 4. NAR 5, 6, and 7 sections are used as unrestricted uncoded data input by the ACOs and portray functional limitations.
NAR 8	NAR 8 section is reserved for use by Program and Technical Support to display potential or actual delinquency data and production complete remarks. Subsequent inputs will overlay (erase) any previous remarks.

REPORT ELEMENT	ELEMENT DESCRIPTION
NAR 8 FREE FORMAT	An F preceding a remark indicates that the remark was input online using the FREE FORMAT entry in lieu of the STRUCTURED FORMAT.
TYPE DOC	Type of document being used to identify delinquent contract:

CODE

2 - DD Form 375-2
5 - DD Form 375
L - Letter
M - Message

DT FWRD	Date the report was prepared by production (YYMMMDD).
DT DELINQ	The date on which performance under a contract became overdue (YYMMMDD).
RSN FOR DELAY	Reason for Delay Codes. See part 1, chapter 5, appendix 2.25 of this manual for a list of the codes and explanations.
FRCST DT	Forecast date represents the estimated date when the contract will no longer be delinquent.
KNEW DATE	Date on which the Program and Technical Support representative generated the initial R8 Remark for the same delinquency.
UNCODED REMARKS	In-the-clear uncoded remarks explains the reason for the contract delay in delivery. Under RDF procedures, and R-8 free format remark is automatically entered/updated based on the last RDF processed. When the delinquencies have cured, the remark will remain unless deleted or a new RDF with a later recovery date has been processed by Program and Technical Support.
FINANCIAL DATA	Financial data section.
PAYEE ADDRESS	In-the-clear name and address where payments on the contract are to be made.
SC	Service Code used to identify the Service agency designation. A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.10 of this manual.

REPORT ELEMENT	ELEMENT DESCRIPTION
ACRN	The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
FC	Fund Codes designate the appropriation of the funds to be charged.
APPROP	Appropriation is a combination of alpha-numerics established by the Treasury Department consisting of (1) the department identify, (2) appropriation fiscal year, and (3) the serial number of the appropri-ation, to account for funds made available for obligation and disbursement from the Treasury. The appropriation is structured as follows: First and second positions - department identity, third, and fourth positions - transfer department, fifth position - appropriation fiscal year beginning, sixth position - appropriation fiscal year ending, and seventh through tenth positions - appropriation fund (field will not contain data until later DBMS Segments).
LIM/SUBH	Limit/Subhead field is a breakdown of a re-ceipt, appropriation, or fund account for a specified purpose.
SUPPLEMENTAL ACCOUNTING CLASSIFICATION	The portion of the Accounting Classifi-cation which identifies any subdivi-sion of the appropriation or accounting entity needed to carry out segments of the various department, Service, or agency missions and administer the funds accord-ingly. This field consists of 36 positions and is defined for each Service in part 1, chapter 5, appendix 2.30 of this manual.
CPN RECIP	The Contract Payment Notice recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
MULTI PAYOFC	If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here.

REPORT ELEMENT	ELEMENT DESCRIPTION
NON CLIN/ELIN PROV	Provisions expressing contractor responsibilities not directly involving performance on the Supplies Line Item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. A list of the codes and explanations are contained in part 1, chapter 5, appendix 2.5 of this manual.
CF	Canceled Funds a letter in this field indicates that the Appropriation for the ACRN was canceled in a previous fiscal year.
TC	Transaction Code indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 1, chapter 5, appendix 2.38 of this manual.
CHG DATE	The latest date that contract elements have been changed by input of appropriate transactions.
OBLIGATED AMOUNT	That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
UNLIQUIDATED AMOUNT	The total remaining dollar obligation on a contract, call, or order after disbursements have been made.
LINE ITEM/SCHEDULE DATA	Line Item Schedule section.
CLIN/ELIN	This data may refer to the Contract Line Item Number, or Exhibit Line Item Numbers which require DD Forms 250. A DD1423, Dummy Line Item will be established to encompass all deliveries not requiring a DD Form 250. The CLIN/ELIN used will be the number applicable to the item or service being identified.
SUB L/I	Subline Item Number or Exhibit Subline Item Number is used to identify separate ship-to locations on a contract line item; otherwise, leave blank.
SPN REC	The DoDAAD Code that depicts the activity which is to receive the shipment performance notice as a result of shipment of material or services rewarded on a contract.

REPORT ELEMENT	ELEMENT DESCRIPTION
NAT'L STOCK NO.	National Stock Number assigned under the federal cataloging program. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned National Item Identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable a N will be in the first position followed by blanks. If this item references an exhibit, an N will be in pos. 1, blank pos. 2, exhibit in pos. 3-9 and the rest of the field blank. If delivery schedules are applicable to a service line item, an N will be in pos. 1, blank pos. 2, services in pos. 3-10 and rest of field blank. When a destination acceptance data item is to be sent to multidestination points, a Z in pos. 1, blank pos. 2, the DoDAAD Code of the acceptance receiving activity in pos. 3-8 and blank the rest of the field.
NOUN	Represents the first 11 positions of the name and/or description of the item being procured as shown on the contractual document.
FOB	The Free On Board site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

CODE

D - Destination
O - Intermediate
S - Origin (Source)

O/R	Quantity Variances Over and Under is the U/R percentages of the on order quantity for this specific CLIN/ELIN which the contractor can over or under ship.
UM	Unit of Measure is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measures and issue are contained in part 1, chapter 5, appendix 2.36 of this manual.
TOT ON ORDR	The cumulative total number of units on order from a line item.
E	Estimated total on order indicator. If coded E the total on order was estimated; otherwise, will be blank.

REPORT ELEMENT	ELEMENT DESCRIPTION
SVC COMP DT	The date on which the performance of the contracted service is scheduled to be completed.
E	If the service completion date is estimated the field will be coded E; otherwise, will be blank.
UNIT PRICE	The cost of each item ordered or received.
E	Estimated unit price indicator. If coded E the unit price was estimated; otherwise, will be blank.
LNE PROC DT	The date that the last transaction was processed against this line item record (YYMMMDD).
PART NO/SERVICE	The Federal Supply Code of the Manufacturing Facility is entered in pos. 1-5 and the manufacturers part number is pos. 6-32. If the item is a service the field will have a brief description of the procured service.
LNE ACRN	Accounting Classification Reference Number previously described under the financial data section on this report.
I/A	Inspection/Acceptance Code reflecting I/A requirements. See part 1, chapter 5, appendix 2.28 of this manual for a list and explanation of the codes.
TOT SHIPPED	The total quantity shipped on a line item.
TOT ACCEPTED	The total quantity on this line that has actually been accepted by the destination Government representatives.
FAA DT	First article acceptance date on which the first article test is approved by the Government (YYMMMDD).
SCHEDULE RECORD	The schedule records for the line item if applicable.
BASIC CLIN	The CLIN used to identify the ordering of an exhibit for items being procured, if applicable; otherwise, will be blank. Data will be displayed throughout this line for all delivery schedules past and future that have not been deleted by MOD and/or correction.

REPORT ELEMENT	ELEMENT DESCRIPTION
MILSTRIP	Military Standard Requisitioning and Issue Procedures. A system of standard data elements, codes, forms, and formats for requisition and issue of materiel, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurement or amendment to a contract. This field consists of: (1) service (pos. 1), (2) requisitioner (pos. 2-6), (3) Julian year (pos. 7), (4) Julian day (pos. 8-10), (5) serial number (pos. 11-14).
SCH ACRN	Accounting Classification Reference Number previously described on this report under the financial data section.
SHP TO	DoDAAD Code of the destination point of the item.
MRK FOR	DoDAAD Code of the ultimate recipient of the item.
SCHED QTY	The quantity scheduled for delivery for this line at SHP/TO level. If the scheduled quantity is estimated, an E will appear after the scheduled quantity amount.
E	Estimated schedule quantity indicator. Will be coded E if estimated; otherwise, will be blank.
SCHED DATE	The contractual date for delivery of material which will be addressed to the destination shown in the SHIP TO and MARK FOR fields (YYMMMDD).
E	Estimated schedule date. Will be coded E if estimated; otherwise, will be blank.
MOD NO	Modification number if the Line Item/ Schedule data has had a modification applied.
MOD DATE	Effective date of the modification (YYMMMDD).
SCH PROC DT	The date that the last transaction was processed against this record (YYMMMDD).
APPLED MODIFICATION	Applied modifications sections showing all modifications to a contract.
NUMBER	Modification Number.

REPORT ELEMENT	ELEMENT DESCRIPTION
K	Kind of Modification Code. A complete list of the codes and explanations are contained in part 1, chapter 5, appendix 2.29 of this manual.
S	Modification Status Codes.

    CODE

    R - Rejected (Validation)
    U - Unprocessed
    P - Processed
    M - Missing
    B - Backlog

| HC | Hard Copy receipt indicator denotes receipt or nonreceipt of hard copy contractual documents for which abstract data has been entered into the system from remote terminals. |

    CODE

    A - Awaiting receipt of the hard copy of the contractual documents.
    R - The hard copy of the contractual document has been received.

EFF DTE	Effective date of the modification.
SHIPMENT DATA	Shipment data section.
SHIP NBR	Contractor assigned shipment number.
CLIN	Contract Line Item Number and Subline Item Number previously described in this report under Line Item schedule section.
P	The procurement quality assurance site at which quality assurance is performed to determine conformance with contractual requirements. Will be coded D for destination, S for source or blank if procurement quality assurance site is not specified.
A	The designated acceptance site at which the Government assents to ownership of contract line items.

    CODE

    S - Indicates Source/Destination acceptance.
    A - Indicates a destination acceptance item that was accepted when the shipment record was entered.

REPORT ELEMENT   ELEMENT DESCRIPTION

                              CODE

                              C - Indicates an item accepted by certif-
                                  icate of conformance.
                              F - Indicates an item accepted by the
                                  fast pay procedures.
                              P - Indicates an item which required
                                  source acceptance but the document
                                  depicting acceptance was not comp-
                                  leted properly (i.e., block 21A was
                                  blank and required a signature,
                                  and/or the acceptance block was not
                                  checked).

QTY SHP   Quantity of item(s) shipped.

QTY AC   Quantity of item(s) accepted.

UM   Unit of Measure.

DTE SHP   Date item(s) shipped.

DTE AC   Date item(s) accepted.

SHP ADV   Contractor Shipment Advice.

                              CODE

                              A - Components Missing
                              B - Missing Components Furnished
                              C - Quantity Increase
                              D - Quantity Decrease
                              E - Replacement Shipment
                              F - Accepted Shipment Held in Bond at
                                      Contractor's Plant
                              G - Accepted Shipment Held as GFP.
                              H - Shipped as Indicated. Use this Code
                                      if No Other Applies.
                              Z - Under-Run Indicator.

PKN/P/Q   Received date (YYMMMDD) of DARTS acceptance
                              reports.

                              CODE

                              N   - Solicited
                              P   - Unsolicited
                              Q   - Local
                              Blank - None received

PROC DT   Process Date. The date this shipment was
                              entered.

SHP 2   DoDAAD Code of the destination point of the
                              item.

REPORT ELEMENT	ELEMENT DESCRIPTION
MILSTRIP NBR	MILSTRIP document number previously described in this report under the line item schedule section.
MARK 4	DoDAAD Code of the ultimate receipient of the item.

2.6.2.30 UNMD050A - PURCHASE OFFICE LIST MODIFICATIONS (NHG)

   a. Data Summary

   PURPOSE: May be used to identify those
                                  purchasing activities that routinely
                                  make timely distribution of contractual
                                  documents.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Inquiry Output Report - Standard Paper

   FREQ/RETENTION: As Required - As Determined Locally

   SORT SEQUENCE: Routing Code, Buying Activity Code,
                                  Sequence Number, PIIN, Contract MOD
                                  Number

   PAGE BREAK: Page break occurs when the Buying
                                  Activity Code changes.

   TOTAL: Modification Age Range in days totaled
                                  by Buying Activity.

2.6.2.30 UNMDO50A - PURCHASE OFFICE LIST MODIFICATIONS (NHG) (CONT'D)

   b. Sample Report

****
REPORT NUMBER UNMD050A   DATE 79 MAR 30   CAO CODE CF   PAGE
PURCHASE OFFICE LIST MODIFICATIONS REQUEST DATE 81 AUG 21 FOR REGION TO REQUESTOR RR106

PIIN   CALL MOD NBR EFFECTIVE RECEIVED   AGE   BA SRV   AWAIT-HC RCV-HC

N00030379A9811   P00001 79 NOV 08 79 JAN 12 65   GB H   0   O

                        NUMBER OF MODS AWAITING HC RECEIPT   MODS ELAPSED TIME UNTIL HC RECEIVED
  NUMBER OF MODS AGED BY DAYS   AGED BY DAYS   AGED BY DAYS
0-21 21-30 31-59 60-89 OVER 90   0-20 21-30 31-59 60-89 OVER 90   0-20 21-30 31-59 60-89 OVER 90

  TOTAL
DA N00383 0   0   0   1   0   0   0   0   0   0   0   0   0   0   0

****
                      FIGURE 2.6.2-19

c. Report Element Description

<u>REPORT ELEMENT</u>   <u>ELEMENT DESCRIPTION</u>

REPORT NUMBER UNMD050A   Purchase Office List Modifications
                                Format Code.

DATE   Date of report (YYMMMDD).

CAO CODE   The Contract Administration Office
                                Organization Code to which the report
                                is to be routed.

PAGE   Page number.

REQUEST DATE   (YYMMMDD) Date Inquiry submitted.

FOR_____   Request level FOR DISTRICT, CAO, or
                                ACO.

TO REQUESTER   The alphanumeric distribution code of
                                the requester at the routing level.

PIIN   Procurement Instrument Identification
                                Number (the contract number).

CALL   A four digit alphanumeric identifying
                                Calls/Orders under indefinite delivery
                                type contracts (orders), Basic
                                Ordering agreements (orders) or Blank
                                Purchase Agreements (calls).

MOD NBR   Modification Number identifying
                                modifications to the basic contract
                                and agreements.

EFFECTIVE DATE   (YYMMMDD) Effective date of the
                                modification.

RECEIVED   (YYMMMDD) Date the modification was
                                received at the DCMR.

AGE   Age of the contract in days.

BA   Buying Activity Code that identifies
                                the activity that issued the
                                procurement instrument.

SERVICE CODE   Identifies the particular Service or
                                Government department to which an
                                appropriation applies. For a list
                                of the codes and explanations see part
                                1, chapter 5, appendix 2.10 of this
                                manual.

ELAPSED AWAIT-HC   Total elapsed days awaiting the
                                modification hard copy receipt.

REPORT ELEMENT	ELEMENT DESCRIPTION
ELAPSED RCV-HC	Total elapsed days from abstract receipt to the hard copy receipt.
BA	Buying Activity Code. The DoDAAD of the Procuring Office within the Buying Activity.
NUMBER OF MODS AGED BY DAYS	Total Buying Activity modifications grouped by age in days resulting from the difference in the effective date and received date for each modification.

    0-20
21-30
31-59
60-89
90 & OVER

NUMBER OF MODS AWAITING HC RECEIPT AGED BY DAYS	Total modifications grouped by elapsed age in days for which the modification has been received but a hard copy has not yet been received.

    0-20
21-30
31-59
60-89
90 & OVER

MODS ELAPSED TIME UNTIL HC RECEIVED AGED BY DAYS	Total modifications grouped by elapsed age in days showing the days it took to receive the hard copy for each modification.

    0-20
21-30
31-59
60-89
90 & OVER

2.6.2.31 UNMD060A - MASTER INVENTORY LIST (NHK)

a. Data Summary

PURPOSE: To provide a listing of all contracts
                                and modifications in the automated
                                system, both prime and support
                                administration, processed from the
                                time of entry until six months after
                                the end of the month in which the
                                contract closed.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: PIIN/SPIIN

PAGE BREAK: The page break occurs when the page is
                                full.

TOTAL: The following totals are printed.

                                   a. Singular Totals.

                                     (1) Contracts and Modifications
                                which were input.

                                     (2) Contracts and Modifications
                                which were deleted.

                                   b. Cumulative Total - Contracts and
                                Modifications which were processed
                                into the system.

INQUIRY LEVEL: Inquiry Levels are as follows:

                                   District
                                   CAO
                                   ACO
                                   PIIN/SPIIN

2.6.2.31 UNMD060A - MASTER INVENTORY LIST (NHK) (CONT'D)

  b. Sample Report

```
**************************************************************************
REPORT NUMBER UNMD060A       DATE  84 SEP 28        CAO CODE CA     PAGE 1

                  M A S T E R   I N V E N T O R Y   L I S T

REQUEST LEVEL CAO            REQ DTE 84 SEP 28

MILSCAP

DATES
P  A  S CONTRACT  D  I  C   FDD   CLOSE  SIGN   RECVD  PROC   ACO    HC
PIIN  CALL MOD NO ORG ACD BA FSCM RGS N C  N KIND TYPE P A  D DATE  DATE   DATE  DATE  DATE  NOTIF
RECPT

DLA10083C5000 JB AB  TW 4S167  F1 A  P  1  1  J  S  I  D 85OCT29  83SEP20  84APR10 84APR11

DLA70084PS705       JB  AB  UB    99      84APR11 84SEP28 84APR30

DLAH0186C0009    JB  B6  CC 74063  01 B  P  1  1   J  A  I  N 84DEC31 84FEB01  84MAR14 84MAR15
**************************************************************************
                         FIGURE 2.6.2-20
```

c. Report Element Description

     All report elements are the same as described for the CAR and/or Contract Abstract, except:

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UNMD060A   The Master Inventory List Format Code.

REQUEST LEVEL   Level at which the inquiry is to be
                                 processed, Ristrict, CAO or ACO.

REQ DTE   As of date (YYMMDD).

REQUESTER   Identification of the individual requesting
                                 the inquiry.

CALL   A four digit alphanumeric identifying
                                 Calls/Orders under indefinite delivery type
                                 contracts (orders) Basic Ordering
                                 Agreements (orders) or Blanket Purchase
                                 Agreements (calls).

MOD NO   A number assigned by the Issuing Office
                                 used to identify modifications to contracts
                                 or agreements.

RGS   The Reading Group Specialist Code
                                 identifies the individual who input the
                                 contractual data.

DP   The Department Code is used for Service
                                 Agency Designation. For a list of the
                                 codes and explanations see part 1, chapter
                                 5, appendix 2.10 of this manual.

CD   Cash discount indicator indicating if a
                                 discount is applicable on this contract.

MILSCAP PCO NOTIF   The transmittal date of the Procurement
                                 Contract Officer follow-up TWX requesting
                                 the hard copy contractual document.

MILSCAP HC RECPT   The contractual document hard copy receipt
                                 date at DFAS (YYMMDD).

*These fields will contain no data for converted contracts that were
closed prior to conversion.

2.6.2.32 UNMD070A - CONTRACT STATISTICS (NHF)

a. Data Summary

PURPOSE: To serve as a listing of the updated
                                Contract Level Master File. This
                                inquiry contains the totals of
                                contracts in various descriptive
                                categories by Service.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

ADDITIONAL INFO: a. This report is produced by a
                                request for Contract Level Statistics.

                                   b. A complete list of categories is
                                described below:

                                   (1) Part A and B Prime Procurement
                                Instruments - Prime Administration.

                                   (2) Part A Prime Procurement
                                Instruments - Support Administration.

                                   (3) Part A Subprocurement Instru-
                                ments Support Administration.

                                   (4) Part B Prime Procurement
                                Instruments - Prime Administration
                                Under $100,000.

                                   (5) Part A and C Prime Procurement
                                Instruments - Support Administration.

                                   (6) Part A and C Subprocurement
                                Instruments - Support Adminstration.

                                   (7) Procurement Instruments
                                Assigned for Payment Only - Assignment
                                Code G.

                                   (8) Total Procurement Instruments
                                On Hand.

                                   (10) Procurement Instruments under
                                Production Surveillance.

                                   (11) Prime Administration
                                Unilateral Contracts.

c. Within each of the above categories the report must show the total number of contracts in the data base for the Contract Administration Reporting Section Numbers specified. These counts will be stratified by Service as follows (Counts will be made to six positions):

(1) Total Number of Army Contracts.

(2) Total Number of Navy Contracts.

(3) Total Number of Air Force Contracts.

(4) Total Number of DLA Contracts.

(5) Total Number of NASA Contracts.

(6) Total Number of Contracts Other Than Above.

(7) Total Number of Contracts.

SORT SEQUENCE: District

PAGE BREAK: Full Page

TOTAL: Total Number of Contracts by Sub-classification (e.g., Section 1, Received to Date, etc.)

2.6.2.32 UNMD070A - CONTRACT STATISTICS (NHF) (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UNMD070A           DATE  84 JAN 12   CAO CODE      PAGE 1
REQUESTED CONTRACT STATISTICAL DATA REPORT    REQUEST DATE  83 NOV 21
TO REQUESTOR STATUS


                 ARMY     NAVY     AF     DLA    NASA   OTHER    TOTAL

PART A + B PRIME PROCUREMENT INSTRUMENTS-PRIME ADMIN
   SECTION 1      4,755    3,739   4,421   4,348   1      62     17,326
   SECTION 2      1.125      785     818     784   0      15      3,527
   SECTION 3        257      156     115      79   0      17        624
   SECTION 4        130       75     108     154   0                467
   TOTAL SECTION
   1,2,3,4        6,267    4,755   5,462   5,365   1      94     21,944
   SECTION 5        924      629     948     999   0       3      3,503
   RECEIVED TO DATE 350      344     442     452   0       1      1,589


PART A PRIME PROCUREMENT INSTRUMENTS-SUPPORT ADMIN
   SECTION 1         47       49      75     8 242        32        453
   SECTION 5          3        1       1       0   0       0          5
   RECEIVED TO DATE   1        0       0       0  13       0         14


PART A SUB PROCUREMENT INSTRUMENTS-SUPPORT ADMIN
   SECTION 1          0        0       5       1   3      29         38
   SECTION 5          0        0       0       0   0       0
   RECEIVED TO DATE   0        0       0       0   0       0          0


PART B PRIME PROCUREMENT INSTRUMENTS-PRIME ADMIN UNDER $100,000
   SECTION 1      2,159    1,072   2,177   2,968   0       2      8,378
   SECTION 2        157      100     127     261   0       0        645
   SECTION 4         19       15      32      31   0       0         97
   TOTAL SECTION  2,335    1,187   2,336   3,260   0       2      9,120
   1,2,4
   SECTION 5        647      282     631     695   0       0      2,255
   RECEIVED TO DATE 220      159     307     330   0       0      1,016
*************************************************************************
                      FIGURE 2.6.2-21
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD070A	Contract Statistics Report Format Code.
DATE	Date of report.
CAO CODE	The Contract Administration Office Organization Code to which this report will be routed.
PAGE	Page number.
DATE	Request date (YYMMMDD).

PART A AND B PRIME PROCUREMENT INSTRUMENT - PRIME ADMINSTRATION
    SECTION 1 COUNTS
    SECTION 2 COUNTS
    SECTION 3 COUNTS
    SECTION 4 COUNTS
    TOTAL SECTIONS 1, 2, 3, 4 COUNTS
    SECTION 5 COUNTS
    RECEIVED SINCE FIRST OF MONTH
	Part A and B Prime Procurement Instruments Prime Administration. Those contracts with a Contract - Administration Reporting (CAR) Part Number of A or B and an Assignment Code of P. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1, 2, 3, 4, and 5: a total of those contracts with a CAR Section Number of 1, 2, and 4; and a count of total number of contracts received this month that fit into this category.

PART A PRIME PROCUREMENT INSTRUMENTS - SUPPORT ADMINISTRATION
    SECTION 1 COUNTS
    SECTION 5 COUNTS
    RECEIVED SINCE FIRST OF MONTH
	Part A Prime Procurement Instruments - Support Administration. Those contracts with a CAR Part Number of A and an Assignment Code of S. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1 and 5; and a count of the total number of contracts received this month that fit into this category.

PART A SUB PROCUREMENT INSTRUMENT - SUPPORT ADMINISTRATION
    SECTION 1 COUNTS
    SECTION 5 COUNTS
    RECEIVED SINCE FIRST OF MONTH
	Part A Sub-Procurement Instrument - Support Administration. Those contracts with a CAR Part Number of A and an Assignment Code of T. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1 and 5; and a count of the total number of contracts received this month that fit into this category.

REPORT ELEMENT	ELEMENT DESCRIPTION

PART B PRIME PROCUREMENT INSTRUMENT - PRIME ADMINISTRATION
  UNDER $100,000
  SECTION 1 COUNTS
  SECTION 2 COUNTS
  SECTION 4 COUNTS
  TOTAL SECTIONS
  1, 2, 4 COUNTS
  SECTION 5 COUNTS
  RECEIVED SINCE FIRST
  OF MONTH
	Part B Prime Procurement Instrument - Prime Administration Under $100,000. Those contracts with a CAR Section Number of B and an Assignment Code of P. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1, 2, 4, and 5; a total count of those contracts with a CAR Section Number of 1, 2, and 4; and a count of the total number of contracts received this month that fit into this category.

PART A AND C PRIME PRO-CUREMENT INSTRUMENTS SUPPORT ADMINISTRATION
  SECTION 1 COUNTS
  MULTI FUNCTION COUNTS
  PROPERTY ONLY COUNTS
  PRODUCTIN ONLY COUNTS
  SECTION 5 COUNTS
  MULIT FUNCTION COUNTS
  PROPERTY ONLY COUNTS
  PRODUCTION ONLY COUNTS
  RECEIVED SINCE FIRST
  OF MONTH
	Part A and C Prime Procurement Instrument - Support Administration. Those contracts with a CAR Section Number of A or C and an Assignment Code S. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1 or 5; and a count of the total number of contracts received this month that fit into this category. The counts for CAR Section Number 1 and the counts for CAR Section Numbers 1 and 5 will be broken down further into Multi-Function Codes (those contracts with more than one entry in the Functional Limitations field), Property Only Counts (those contracts with an entry of 4 in the Functional Limitations field), and Production Only Counts (those contracts with an entry of 2 in the Functional Limitations field).

PART A AND C SUB PROCURE-MENT INSTRUMENTS
  SUPPORT ADMINISTRATION
  SECTION 1 COUNTS
  MULTI FUNCTION COUNTS
  PROPERTY ONLY COUNTS
  PRODUCTION ONLY COUNTS
  SECTION 5 COUNTS
  MULTI FUNCTION COUNTS
  PROPERTY ONLY COUNTS
  PRODUCTION ONLY COUNTS
  RECEIVED SINCE FIRST OF
  MONTH
	Part A and C Sub-Procurement Instruments - Support Administration. Those contracts with a CAR Section Number of A or C and an Assignment Code of T. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1 and 5; and a count of the total number of contracts received this month that fit into this category. The counts for CAR Section Numbers 1 and 5 will be broken down further into Multi-Function Counts (those contracts with more than one entry in the Functional Limitations field), Property Only Counts (those contracts with an entry of 4 in the Functional Limitations field), and Production Only Counts (those contracts with an entry of 2 in the Functional Limitations field).

REPORT ELEMENT	ELEMENT DESCRIPTION

PROCUREMENT INSTRUMENTS
ASSIGNED FOR PAYMENT
ONLY - ASSIGNMENT CODE G
  SECTION 1 COUNTS
  SECTION 4 COUNTS
  TOTAL SECTIONS 1,
  4 COUNTS
  SECTION 5 COUNTS
  RECEIVED SINCE
  FIRST OF MONTH

Procurement Instruments Assigned for Payment - Only Assignment Code G. Those contracts with an Assignment Code of G. Within this category separate counts must be maintained for those contracts with a CAR Section Number of 1, 4, and 5; a total of those contracts with a CAR Section Number of 1 and 4; and a count of the total number of contracts   received this month that fit into this category.

TOTAL PROCUREMENT INSTRU-
  MENTS ON HAND
  SECTION 1 COUNTS
  SECTION 2 COUNTS
  SECTION 3 COUNTS
  SECTION 4 COUNTS
  TOTAL SECTIONS 1, 2,
  3, 4 COUNTS
  SECTION 5 COUNTS
  RECEIVED SINCE
  FIRST OF MONTH

Total Procurement Instruments On Hand. All contracts in the data base. Within this category   separate counts must be maintained for those   contracts with a CAR Section and number of 1, 2, 3, 4, and 5; a total count of those contracts with a CAR Section Number of 1, 2, 3, and 4; and a count of the total number of contracts received this month that fit in this category.

PROCUREMENT INSTRUMENTS
UNDER PRODUCTION
SURVEILLANCE
  CATEGORY CODE 1 COUNTS
  CATEGORY CODE 2 COUNTS
  CATEGORY CODE 3 COUNTS
  CATEGORY CODE 6 COUNTS
  CATEGORY CODE 7 COUNTS
  TOTAL CATEGORY 1
  THROUGH 7 COUNTS
  CATEGORY 8 COUNTS
  RECEIVED SINCE
  FIRST OF MONTH

Procurement Instruments Under Production Surveillance. Those contracts with an entry in the Production Surveillance Category Code field. Within this category separate counts must be maintained for those contracts with a Production Surveillance Category Code field of 1, 2, 3, 6, and 7; a total count of those contracts with a Production Surveillance Category Code of 1, 2, 3, 6, and 7; a total of those contracts with PSCC of 8; and a count of the total number of contracts received this month that fit into this category.

PRIME ADMINISTRATION
UNILATERAL CONTRACTS
  SECTION 1 COUNTS
  SECTION 2 COUNTS
  SECTION 3 COUNTS
  SECTION 4 COUNTS
  TOTAL SECTIONS 1, 2,
  3, 4 COUNTS
  SECTION 5 COUNTS
  RECEIVED SINCE
  FIRST OF MONTH

Prime Administration Unilateral Contracts. Contracts with a PIIN Type of M, P, V, or W. Within this category separate counts must be maintained   for those contracts with a CAR Section Number of 1, 2, 3, and 4; a total count of those contracts   with a CAR Section Number of 1, 2, 3, and 4; a total count of those contracts with a CAR Section Number of 5; and a count of the total number of contracts received this month that fit into this category. Within each of the subdivisions specified the actual counts must be broken down as: Total Number of Army Contracts, Total Number of Navy Contracts, Total Number of Air Force Contracts, Total Number of DLA Contracts, Total Number of NASA Contracts, Total Number of Contracts Other than above and Total Number of Contracts.

2.6.2.33 UNMD100A - GENERATED SF 30 ACO MODIFICATION (NHE)

a. Data Summary

PURPOSE: To provide system generated skeletal
                                Standard Forms 30 for delivery
                                extensions and unpriced order
                                modifications. Report UNMD100B will be
                                used for the continuation sheet and any
                                negative report.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Form
                                30 and Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: CAO/Requester/PIIN/SPIIN

PAGE BREAK: A page break occurs when:

                                   a. The page is full, and

                                   b. At the following levels:

                                      (1) Procurement Instrument
                                Identification Number.

                                      (2) Procurement Instrument
                                Identification Number, Supplementary
                                Procurement Instrument Identification
                                Number.

2.6.2.33 UNMD100A - GENERATED SF 30 ACO MODIFICATION (NHE) (CONT'D)

  b. Sample Report, Page 1

****
 REPORT NUMBER UNMD100A   1
                            S2305A   S2305A
  DCMAO DETROIT
  477 MICHIGAN AVE
  DETROIT MI 48226

        GENERAL MOTORS CORP
        TRUCK AND BUS GROUP   X   DAAE0782C4060
        31 JUDSON ST
        PONTIAC   MI 48058

            23826   82 JUL 13

        SEE CONTINUATION SHEET

  X MUTUAL AGREEMENT OF THE PARTIES

                        X   2

THE PURPOSE OF THIS MODIFICATION IS TO EXTEND THE DELIVERY SCHEDULE
OF THE LINE ITEMS AS SET FORTH ON THE CONTINUATION SHEET. IN
CONSIDERATION FOR THIS DELIVERY EXTENSION, THE TOTAL CONTRACT PRICE IS
REDUCED FROM $257,456,648.89
BY   TO   THE AMOUNT OF   WILL BE
SUBTRACTED FROM THE FIRST INVOICE SUMBITTED
THIS SUPPLEMENTAL AGREEMENT TO THE CONTRACT SHALL BE FULL, COMPLETE, AND
FINAL SETTLEMENT OF ANY AND ALL CLAIMS WHICH EITHER OF THE PARTIES MAY
NOW HAVE OR WHICH MAY ARISE IN THE FUTURE AS A RESULT OF THE ISSUANCE OF
THIS MODIFICATION.

CONTINUATION SHEET IS 197 PAGES AND LISTS 978 CLINS/
ELINS./CONTINUATION SHEET 197 3/4 PAGES.
****
                        FIGURE 2.6.2-22a

2.6.2.33 UNMD100A - GENERATED SF 30 ACO MODIFICATION (NHE) (CONT'D)

   Sample Report, Page 2

****
REPORT NUMBER UNMD100B

   CONTINUATION OF MODIFICATION   DATE   PAGE 2 OF
   TO CONTRACT DAAE07 82 C4060   S2305A
   BETWEEN DCMAO DETROIT   23862
   AND   GENERAL MOTORS CORP

                        REVISE DELIVERY SCHEDULES AS FOLLOWS

CLIN/ELIN   QTY ON ORDER UN   N S N   NOUN
A00B   2 EA N   TECH MA1017
ACRN SHIP 2 MARK 4 MILSTRIP DOC SUF SCHEDULE QUANTITY REVISED FROM TO

CLIN/ELIN   QTY ON ORDER UN   N S N   NOUN
A00C   21 EA N   TECH MA1017
                                   SCHEDULE DATE
ACRN SHIP 2 MARK 4 MILSTRIP DOC SUF SCHEDULE QUANTITY REVISED FROM TO
****
                        FIGURE 2.6.2-22b

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD100A	Generated Standard Form 30 ACO MODS Format Code.
DATE	Date of report (YYMMMDD).
CAO CODE	The Requester Routing Code.
REQUESTER	Identification of the individual requesting the inquiry and to whom distribution should be made.
PAGE	Page number.
BLOCK 1	Not used.
BLOCK 2	Not used.
BLOCK 3	Not used.
BLOCK 4	Not used.
BLOCK 5	Name and Address of the organization requesting this contractual MOD.
ISSUED BY CODE	DoDAAD of the requesting organization.
BLOCK 6	Not used.
BLOCK 7	Contractor's Name and Address and CAGE Code in the code block.
BLOCK 8	X will appear in Modification of Contract/Order Number block with the applicable PIIN, SPIIN printed in the space provided. The effective date of the contract/order will be printed after DATE.
BLOCK 9	Not used.
BLOCK 10	The words SEE CONTINUATION SHEET will be printed.
BLOCK 11	Block (c) will have an X and the words MUTUAL AGREEMENT OF THE PARTIES will be printed on the spaces provided.
BLOCK 12	a. When the inquiry code is for a delivery extension modification, the following will be printed: (1) The purpose of this modification is to extend the delivery schedule of the CLIN/PIIN as set forth on the continuation sheet.

REPORT ELEMENT	ELEMENT DESCRIPTION

(2) In consideration for this delivery exten sion, the total contract price is reduced by_____ from_____ to_____. The amount of _____ will be subtracted from the first invoice submitted.

(3) The Supplemental Agreement/ Modification to the contract shall be full, complete and final settlement of any and all claims which either of the parties may now have or which may arise in the future as a result of the issuance of this modification.

(4) Continuation sheet is _____ pages and lists _____ CLIN/ELINs.

b When the inquiry code is for the pricing of an order the following will be printed:

(1) The purpose of this modification is to definitize the estimated price of order _____, for the CLINs/ELINs set forth on the continuation sheet.

(2) As a result of this modification the total price is (Increased/Decreased) by _____ from _____ to _____.

(3) This supplemental agreement to the order shall be full, complete and final settlement of any and all claims which either of the parties may now have or which may arise in the future as a result of the issuance of this modification.

(4) Continuation sheet is _____ pages and lists _____ CLIN/ELINs.

BLOCK 13 — An X will be printed in the block that Contractor/ Offeror is required to SIGN. On the continuation sheet, Report UNMD100B, for delivery modification extensions the following will be printed:

In the upper left hand corner the name of the Contractor, the PIIN/SPIIN, Modification No. ___. In the upper right hand corner, the words Page ___ of _____.

a. For Delivery Date Extension print as follows:

REPORT ELEMENT   ELEMENT DESCRIPTION

                    Prints as follows for the CLINs/PIINs
                    specified by the requester whether
                    shipped or not; CLIN/ELIN, QTY on
                    ORDER, UM, NSN, and Noun, plus schedule
                    information ACRN, SHIP2, MARK4, MILSTRIP
                    DOC, SUF, SCHED Quantity, Revised From
                    and Revised To. The column entitled
                    Accounting and Appropriation Data which
                    is to be filled in by the ACO.

                      b.   For Definitizing Unpriced Orders
                    print as follows:

                      (1) Print the words The following Firm
                    Fixed Price Is Hereby Established For Order
                    _____.

                      (3) For Definitizing Unpriced orders
                    print as follows in all CLINs/ELINs
                    when the price is definitized for the
                    estimated CLINs/ELINs specified whether
                    estimated or not. The following
                    price is hereby established for order
                    _____, CLIN/ELIN, ACRN Total Quantity,
                    UM, NSN, Noun Unit Price and Amount.
                    The column entitled Accounting and
                    Appropriation Data is to be filled
                    in by the ACO.

2.6.2.34 UNMD100B - CONTINUATION OF MODIFICATION (NHE)

See Figure 2.6.2-22b.

2.6.2.35 UNMD140A - CONTRACT REFERENCE LIST BY TD (NHH)

a. Data Summary

PURPOSE: To provide a listing showing an
                            inventory of all contracts by Terminal
                            Digit sequence.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: PIIN/SPIIN

PAGE BREAK: Full Page

2.6.2.35 UNMD140A - CONTRACT REFERENCE LIST BY TD (NHH) (CONT'D)

  b. Sample Report

```
*******************************************************************************
REPORT NUMBER UNMD140A                 DATE  84 FEB 29        CAO CODE JA    PAGE 14
   CONTRACT REFERENCE LIST BY TD              FOR REGION                TO REQUESTOR


PIIN DAAE07 83 CH259         SPIIN          CAO CODE JR*          AS OF 84 FEB 29

                                    C O N T R A C T   D A T A

P  S  A    IS/       CONTR   TYPE                     ADMIN   ISSUED
N  N  C ACO    PCC   PA FSCM FACIL     CONTR   CONTRACTOR NAME CITY STATE ZIP CODE BY  BY

A  2  P  W1    SR    1C820   A CCC UNITED TIRE & RUBB MEXDALE ONT CAN  MSW 5C6 SCN01A  W56HZV

    DEPT CONTRACT SECURITY UNIL COMM DMS CRIT PROD EFFECTIVE SIGNATURE RECEIVED  PROCESSED
BA CODE KIND  TYPE  CLASS CODE CODE RATE DSGN SURV  I/A NOUN   DATE       DATE      DATE       DATE
BR  A   I     J     U     9E   DOA4          2    1  TIRN PNEU 83 JAN 12  83 JAN 12 83 MAR 24 83 NOV 30

PAYS  FINAL      FINAL                    ESTIMATED  FINAL     FINAL    FINAL     PHYSICAL
OFC   DELIVERY   ACCEPTANCE    OVERAGE    CLOSING    PAYMENT   VOUCHER  SHIPMENT  COMPLETION CLOSED
S3602A 83 SEP 17 83 OCT 20    84 APR 30              83 NOV 30 A11701   83 OCT 23 83 OCT 20

          TOTAL AMOUNT        TOTAL       ODO            UNLIQUIDATED          UNLIQUIDATED
          OF CONTRACT         OBLIGATION  OBLIGATION     OBLIGATION            PROGRESS PAYMEN
          $197,715.00         $197,715.00 $.00           $.00                  $.00
                **
               C O N T R A C T   P R O V I S I O N S

D I S C O U N T  TERMS   PROGRESS PAYMENT      PERCENTAGES       QTY VAR   WITHHOLD A/A/A   MAN    F O B   PKG
%   DAY %  DAY  NET  OTH  CEIL  US PAY  US RECOUP  FMS PAY  FMS RECOUP  U/R O/R   DATA NSP  CERT REV  MIN ESR CHG
VE
00  0 .00  0    30         .0      .0        .0         .0         .0     2   2                             T      V

TRAN        LIQ  PAT  SPEC  ADV  HC   F A P P S      I B O P            REMIT          FEE        COST
CHG   GMSW  DMG  RTS  TOOL  PAY  RCPT STATUS DATE  %  CC I CT CUR  N/A  ADDRESS        AMOUNT     AMOUNT
                                        0               K          C                  $.00       $.00

                          C O N T R A C T   R E M A R K S
        SPECIAL CONTRACT PROVISIONS        NON CLIN/ELIN  PROVISIONS              NAR 9 REMARKS

                                                                         05 QUANTITY OPTION EXPIRES
                                                                         26 EXTENT QTY VARIATION CLAUSE

          PHYSICAL          FINAL                   ESTIMATED
          COMPLETION        ACCEPTANCE    OVERAGE   CLOSING     REASON CODES
 NAR 2  83 OCT 20        83 OCT 20      84 APR 30
*******************************************************************************
```

  c. Report Element Description

     All report elements are the same as described for the Contract
Abstract.

2.6.2.36 UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION (NHH)

a. Data Summary

PURPOSE: To provide a listing showing an
                                inventory of all contracts by Contract
                                Administration Office Organization
                                sequence.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: CAO Code, PIIN, SPIIN

PAGE BREAK: Page break is by CAO Code or full
                                page.

2.6.2.36 UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION (NHH)
         (CONT'D)

  b. Sample Report

```
*******************************************************************************
REPORT NUMBER UNMD140A                DATE  84 FEB 29          CAO CODE JA    PAGE 14
   CONTRACT REFERENCE LIST BY TD              FOR REGION                    TO REQUESTOR

PIIN DAAE07 83 CH259        SPIIN            CAO CODE JR*           AS OF 84 FEB 29

                                      C O N T R A C T   D A T A

P  S  A    IS/        CONTR   TYPE                          ADMIN    ISSUED
N  N  C ACO    PCC  PA FSCM FACIL    CONTR   CONTRACTOR NAME CITY STATE ZIP CODE BY BY

A  2  P  W1    SR  1C820   A CCC UNITED TIRE & RUBB MEXDALE ONT CAN  MSW 5C6 SCN01A  W56HZV


   DEPT CONTRACT SECURITY UNIL COMM DMS CRIT PROD EFFECTIVE SIGNATURE RECEIVED  PROCESSED
BA CODE KIND  TYPE  CLASS  CODE  CODE RATE DSGN SURV  I/A NOUN  DATE      DATE      DATE      DATE
BR  A   I     J     U      9E   DOA4          2    1  TIRN PNEU 83 JAN 12  83 JAN 12 83 MAR 24 83 NOV 30

PAYS  FINAL      FINAL                   ESTIMATED  FINAL    FINAL    FINAL     PHYSICAL
OFC   DELIVERY   ACCEPTANCE    OVERAGE   CLOSING    PAYMENT  VOUCHER  SHIPMENT  COMPLETION CLOSED
S3602A 83 SEP 17 83 OCT 20   84 APR 30              83 NOV 30 A11701  83 OCT 23 83 OCT 20

          TOTAL AMOUNT        TOTAL        ODO            UNLIQUIDATED         UNLIQUIDATED
          OF CONTRACT       OBLIGATION   OBLIGATION       OBLIGATION          PROGRESS PAYMEN
          $197,715.00       $197,715.00   $.00            $.00                 $.00
               **

                     C O N T R A C T   P R O V I S I O N S

D I S C O U N T  TERMS   PROGRESS PAYMENT      PERCENTAGES       QTY VAR  WITHHOLD A/A/A  MAN   F O B   PKG
%  DAY % DAY NET OTH  CEIL  US PAY  US RECOUP  FMS PAY  FMS RECOUP  U/R O/R  DATA NSP CERT REV  MIN ESR CHG
VE
00 0 .00 0   30        .0     .0      .0         .0        .0        2   2                           T    V

TRAN       LIQ  PAT SPEC  ADV  HC   F A P P S      I B O P           REMIT        FEE       COST
CHG  GMSW  DMG  RTS TOOL  PAY RCPT STATUS DATE  %  CC I CT CUR  N/A  ADDRESS      AMOUNT    AMOUNT
                               0                   K          C                   $.00      $.00

                          C O N T R A C T   R E M A R K S
     SPECIAL CONTRACT PROVISIONS         NON CLIN/ELIN  PROVISIONS            NAR 9 REMARKS

                                                                       05 QUANTITY OPTION EXPIRES
                                                                       26 EXTENT QTY VARIATION CLAUSE

          PHYSICAL         FINAL                  ESTIMATED
          COMPLETION       ACCEPTANCE    OVERAGE   CLOSING      REASON CODES
 NAR 2  83 OCT 20       83 OCT 20    84 APR 30
*******************************************************************************
```

  c. Report Element Description

     All report elements are the same as described for the Contract
Abstract.

2.6.2.37 UYCD01 - ACO ALERT REPORT

a. Data Summary

PURPOSE: The purpose of this report is to pro-
                                vide an alert of one of the following
                                conditions: Patent Rights Report Due,
                                Special Tooling Report Due, Financial
                                Report Required, Fixed Price Incentive/
                                Redeterminable Data, NASA New Technol-
                                ogy Report One, Labor Standards Provi-
                                sions, Facilities/Lease Rental State-
                                ment - Payment Due, and Limitation of
                                Cost or Funds Alert.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

SORT SEQUENCE: One report per adverse condition.

2.6.2.37 UYCD01 - ACO ALERT REPORT (CONT'D)

   b. Sample Report

```
**************************************************************************
REPORT NUMBER  UYCD01      DATE  83 NOV 21     CAO CODE B1    PAGE 1
                ACO ALERT REPORT
   PIIN      SPIIN
DAAHO1  81   DA021  0014
CAGE          CONTRACTOR NAME        LOCATION      ST     ZIP CODE
  6A052       COMPUTER SCIENCES CORP HUNTSVILLE    AL      35805

ACO PROP  CLASS  IS  SEC  PROD  BA  BUS  DATE  ECD  FAD  OVG  EFF  FDD
   ADMN CODE              SURV      SIZE  RECD  DATE DATE DATE DATE DATE
BC     U    BP    1    2   CC   A  81338                  81323 82090
CONTRACT      NOUN              OBLIGATION           UNLIQUIDATED
CAT TYPE VE CL                  AMOUNT               AMOUNT
6   Y    U  SERVICES            200,000.00           5,450.25
                TYPE OF ALERT/S
02      PATENT RIGHTS REPORT REQUIRED
```

```
**************************************************************************
                FIGURE 2.6.2-26
```

   c. Report Element Description

     All report elements are the same as are described for the CAR and/or
Contract Abstract, except:

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UYCD01	Report Number for ACO Alert Report.
TYPE OF ALERTS	The code and in-the-clear name of the alert.

2.6.2.38 UYCD02 - 60/120 DAY CLOSEOUT ALERT

   a. Data Summary

    PURPOSE: These alerts will be generated 60/120
                                days before the Final Delivery Date
                                (FDD). These alerts will be of par-
                                ticular value for facilities contracts
                                and lease agreements.

    TYPE/MEDIUM: Output Paper

    FREQ/RETENTION: Daily

    SORT SEQUENCE: One report per adverse condition.

2.6.2.38 UYCD02 - 60/120 DAY CLOSEOUT ALERT (CONT'D)

  b. Sample Report

```
***********************************************************************************************
REPORT NUMBER UYCD02    DATE 84 MAY 31   CAD CODE  JB                                    PAGE 1
          ACO CODE                                 ACO CLOSEOUT ALERT
            A6
                                        CONTRACT ABSTRACT
              ORG P     S A CAGE CHNGE    CONTRACTOR NAME    CITY      ST      ZIP
   P I I N SPIIN CDE N ACO N C    DATE              EFF DATE EST        TYPE   SEC    CODE
                                      SB   DATE RECD COMPL NOUN CNTRT    CLS IS PA PS  I/A DEP BA
N000383 83 M6260 JB   A A6  2  P 82829 84152 ALLEN AIRCRAFT PRODUCT RAVENNA   OH     44266
                                      J  83283  83291  84108 VALVE   ZU   U 69     AH  3  1  N GB
                                                            OBLIGATION   UNLIQUIDATED
                                                              AMOUNT        AMOUNT

                                                             5,286.40     5,286.40
                                       R9 REMARKS
             ADMIN GOVT PROP  02 PATENT RIGHTS REPORT REQUIRED  16 84148 DATE FINANCIAL REPORT REQUIRED

29 DATA WITHHOLDING CLAUSE     49 LIMITATION OF COST OR FUNDS CLAUSE




***********************************************************************************************
                                     FIGURE 2.6.2-27
```

  c. Report Element Description

    All report elements are the same as described for the UYCD01.

2.6.2.39 UYCD03 – CONTRACT ADMINISTRATION COMPLETION RECORDS (DD FORM 1593)

a. Data Summary

PURPOSE: A one-time Contract Administration
                                Completion Record (DD Form 1593) will
                                be issued if a PA Code is assigned for
                                the contract/order. The report will be
                                issued based upon a R8 Production Com-
                                plete remark for FFP contracts/orders,
                                and upon movement to CAR section 2 for
                                all other contracts. The report will
                                indicate that the Completion Record
                                must be forwarded to Property Adminis-
                                tration.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

2.6.2.39 UYCD03 - CONTRACT ADMINISTRATION COMPLETION RECORDS (DD FORM
          1593) (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER  UYCD 03    DATE  84 MAY 31    CAO CODE JD      PAGE
ORG    ACO    PA
JD     F4     AC
  CONTRACT ADMINISTRATION   SUSPENSE DATE
  COMPLETION RECORD
  FROM                              N00406 83 G1560 0002

  TO                               GOULD DEFENSE SYSTEMS


          STATUS OF ACTIONS
  "X" FUNCTION - "X" IF   EXPECTED SIGNATURE AND DATE
                REQ ACTION DATE TO
                COMPLETE    COMPLETE
                            ACTIONS
   X    PROPERTY
        ADMIN
        PLANT
        CLEARANCE
        CONTRACT
        TERMINATE
        OTHER
        (SPECIFY)

REMARKS

RESPONSIBLE OFFICIAL         SIGNATURE      DATE

CONTRACT AND REMARKS
        ADMIN GOVT PROP
20 COST ACCOUNTING STANDARDS CLAUSE
43 JEWEL BEARING CLAUSE




*************************************************************************
                      FIGURE 2.6.2-28
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UYCD03	The report number for the Contract Completion Record.
DATE	Date of the report.
CAO CODE	The two position CAO Code.
PAGE	The page number of the report.
ORG	The two position CAO Code.
ACO	The two position ACO Code.
PA	The two position Property Administrator Code.
REPORT TITLE	Printed report title of the DD Form 1593.
SUSPENSE DATE	Print the suspense date on the DD Form 1593.
FROM	Print from PIIN on the DD Form 1593.
TO	Print the contractor name on the DD Form 1593.
STATUS OF ACTIONS	Print the words STATUS OF ACTIONS on the DD Form 1593.
PAGE BREAK	Full page.

2.6.2.40 UYCJ02 - NLA LIST OF OUTSTANDING CLOSING ACCOUNT STATISTICS
          NTCS

a. Data Summary

PURPOSE: The purpose of this report is to pro-
                           vide a daily listing of Outstanding
                           Closing Action Status Notices. The
                           list of Outstanding Notices reflects
                           all NLAs outstanding for 30 days or
                           more, as of the date the report is
                           produced.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

ADDITIONAL INFO: This report is printed in the same
                           format as the NLA notice.

SORT SEQUENCE: Terminal Digit-PIIN, SPIIN

PAGE BREAK: Full Page

2.6.2.40   UYCJ02 - NLA LIST OF OUTSTANDING CLOSING ACCOUNT STATISTICS
            NTCS (CONT'D)

   b.   Sample Report

****
REPORT NUMBER UYCJ02   DATE 29 JAN 85   CAO CODE JB   PAGE 3

                  NLA LIST OF OUTSTANDING CLOSING ACTION STATUS NOTICES

FIC PIIN SPIIN ACO CAO FINAL UNLIQUIDATED PHY-COM FIN-PAY EST-COM DELAY TRANS O/A TRAN TYPE OF NOTICE
   CONTRACTOR NAME FSCM ORG VOU-NO OBLIGATION DATE   DATE   DATE REASON DATE IND STATUS FOLLOW-UP

NLA DAAA0982C1007   A7 JB   F11111 .00   84OCT19 JAN29   D   WAITING PHY COMP

   JO-BAR MFG CORP   15077

   CAD R8 REMARKS   PRODUCTION COMPLETE TERMDEFZ   84204

NLA N0010483MME18   A7 JB   1056.00 82MAY26   JAN29 X D   OVERAGE FOR PAY

  JARECKI INDUSTRIES LTD 16368

   CAD R8 REMARKS   PRODUCTION COMPLETE TERMCONZ   83147

****
                              FIGURE 2.6.2-29

2.6.2.41 UYCJ03 - NLA CLOSING ACTION NOTICES/REQUESTS

a. Data Summary

PURPOSE: The purpose of this report is to pro-
                                vide a daily listing of those contracts
                                that are physically complete, final
                                payment has been processed and the
                                unliquidated obligation on the contract
                                has been deobligated.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

SORT SEQUENCE: Terminal Digit-PIIN, SPIIN

PAGE BREAK: Contractor

2.6.2.41 UYCJ03 - NLA CLOSING ACTION NOTICES/REQUESTS (CONT'D)

   b. Sample Report

```
***********************************************************************************************
REPORT NUMBER  UYCJ03    DATE  21 NOV 83                      CAO CODE 81              PAGE 1
                    ACO BB NLA CLOSING ACTION STATUS NOTICE/REQUEST
FIC  PIIN SPIIN    ACO  CAO  FINAL  UNLIQUIDATED PHY-COM FIN-PAYU  DELAY  TRANS O/A TRAN  TYPE OF NOTICE
   CONTRACTOR NAME FSCM ORG  VOU-NO  OBLIGATION   DATE    DATE    REASON  DATE IND  STATUS FOLLOW-UP
NLA DAAH0183F0101   BB   B1              1267.80  83 NOV 03               NOV 21     D   OVERAGE FOR PAY
      HEWLETT-PACKARD CO   9E579
      CAD R8 REMARKS       PRODUCTION COMPLETE  SPD0002Z   83087
                           CANCELLED FUNDS




***********************************************************************************************
```
                           FIGURE 2.6.2-30

2.6.2.42 UNMA180D - REJECTED NLA TRANSACTION LIST

a. Data Summary

PURPOSE: The purpose of this report is to pro-
                                vide a listing of invalid NLA transac-
                                tions and the appropriate error
                                messages.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily (if any transactions reject)

SORT SEQUENCE: PIIN

PAGE BREAK: Full Page

2.6.2.42 UNMA180D - REJECTED NLA TRANSACTION LIST (CONT'D)

  b. Sample Report

```
**************************************************************************
REPORT NUMBER UNMA180D      DATE 84 MAR 16                 PAGE     1

          R E J E C T E D  N L A  T R A N S A C T I O N  L I S T

                  VOUCHER   FINAL PAY              CAO
FIC  P I I N      CALL   NUMBER   DATE   SUPPORT STATUS ORG E R R O R S

NLA  P3460177D1228 0002    000000   83 NOV 18              G   F/C STAT=F 0


LAST PAGE




**************************************************************************
                        FIGURE 2.6.2-31
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Report number of the rejected NLA transaction UNMA180D list.
DATE	The date of the report.
PAGE	The page number of the report.
REPORT TITLE	The title of the report.
FIC	Format Identifier Code.
PIIN	The Procurement Instrument Identification Number.
SPIIN/CALL	The Supplementary Procurement Instrument Identification Number of the contract.
VOUCHER NO	The voucher number.
FINAL PAY DATE	The final date for payment.
SUPPORT	Indicates whether the contract is a support contract.
STATUS	Indicates the status of the NLA.
CAO ORG	The two position CAO Code assigned.

NLA TRANSACTION ERRORS

   The following error messages appear on the UNMA180D (Rejected NLA Transaction List) after the input of an incorrect NLA transaction. Conditions may arise in which errors have occurred after the input of an NLA transaction without an error message appearing on the UNMA180D. In situations where this occurs, a combination of the error messages shown below exists but will not be identified by the system with an actual error message.

ERROR CODE	MESSAGE	REASON
360	F/C-PIIN/SPIIN ORG UNMATCHED	An NLA transaction was input for a contract that is not on the data base.
361	F/C STAT=F OR G, BAD SEC. NO	An NLA transaction with F or G STAT-CD and 8 or 9 in CAR-SECNO.
362	F/C STAT=H, BAD SEC-NO	An NLA transaction with H STAT-CD and 8 or 9 in CAR-SEC-NO.

ERROR CODE	MESSAGE	REASON
364	F/C STAT=F, NO FINL-PAY-DT	An NLA F transaction was was input for a contract which has no FINL-PAY-DT either on the data base or preceding G transaction.
365	F/C STAT=F OR G, HAS CLOSE DT	An NLA transaction with F or G STAT-CD already has a CONTRCLOSE-DATE on the data base.
366	F/C STAT=F OR G, BAD ASGM-CD	An NLA transaction with F or G STAT-CD and S or T in CONTR-ASGM-CD on the data base.
367	F/C STAT=F OR G, BAD TYP-CONTR	An NLA transaction with F or G STAT-CD and R, S, T, U, V or W in TYPE-CONTR-CD on the data base.
C71	STR-VOUCHER NO	An NLA transaction with G STAT-CD and blank voucher number.
C72	STR-TYPE-PYMT CD	An NLA transaction with G STAT-CD and blank TYPE-PAY-CD.
C73	STR-DISB OFC DPT CD	An NLA transaction with G STAT-CD and DISB-OFC-DPT-CD.
C74	STR-FINAL PYMT DT	An NLA transaction with G STAT-CD and blank or invalid FINAL-PAYMENT-DATE.
C75	STR-STAT CD MUST BE F, G, OR H	An NLA transaction with a STAT-CD other than F, G or H.

2.6.2.43 UYCM02 - SBLSA PART A SECTION 1 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing to the requester
                                for contracts containing SB/LSA clauses
                                (R9 Remarks 32).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, CAGE, PIIN, SPIIN

PAGE BREAK: Page is full or change in ORG.

TOTAL: Totals by ORG for the following:

                                  Part A SB/LSA Contracts
                                  Part B SB/LSA Contracts
                                  Single Function Administration
                                  Multi-Function Administration
                                  Total Parts A and B SB/LSA Contracts

                                District Totals of all categories for
                                all ORGS.

2.6.2.43 UYCM02 - SBLSA PART A SECTION 1 (CAR) (NHJ) (CONT'D)

   b. Sample Report

****
REPORT NUMBER UYCM 02   DATE 28 SEP 84   CAO CODE JA   PAGE 5

SBLSA   PART A SECTION 1   FOR REQUESTOR CAR

         FSCM   CONTRACTORS NAME   LOCATION

         78567   KELSEY-HAYES CORP/SPEC SPRINGFIELD OH   45501
    ASSMT   CONT DATE COMPL   CONTRACT   PROP PROD   INSP   BUS
CAO CODE DEPT PIIN SPIIN DATE RECD DATE NOUN   CAT TYPE VE SC ACO IS   ADM   SURV COMM ACCPT BA CAT

JF P   F F34601 81 G2560 81188 81197 83256 PARTS 1   V U 15 BB   5   9E   6   SD A

SP E ADMIN GOVT PROP   R9 13 GUAR MAX SHIP/WGT ORIG MIN SIZE
R9 20 COST ACCOUNTING STANDARDS CLAUSE   R9 29 DATA WITHHOLDING CLAUSE
R9 32 UTLZN OF SML & SML DISADVANTAGED BUS   R9 56 MANUAL CLOSEOUT REQUIRED BY ACO

                              OBLIGATED   UNLIQUIDATED   PROGRESS PAYMENTS
                               0.00   0.00   0.00

****
                            FIGURE 2.6.2-32

   c. Report Element Description

     All report elements are the same as for UYCM16 described in part 2,
chapter 1 of paragraph 2.1.4.1 of this manual.

2.6.2.44 UYCM03 - OVERAGE PART A SECTION 1 (CAR) (NHJ)

  a. Data Summary

  PURPOSE: To provide a listing of the physically
                             completed contracts which were not
                             closed within the time periods allowed
                             for contract closing.

  SOURCE OF DATA: Data Base

  TYPE/MEDIUM: Inquiry Output Report - Standard Paper

  FREQ/RETENTION: As Required - As Determined Locally

  SORT SEQUENCE: ORG Code CAGE, PIIN, SPIIN

  PAGE BREAK: When the page is full or change in ORG.

  TOTAL: None printed based on UYCM03 inquiry.
                             However, if UYCM03 and UYCM04 are
                             requested, totals for both reports will
                             be shown on UYCM04 Summary Totals page.

2.6.2.44 UYCM03 - OVERAGE PART A SECTION 1 (CAR) (NHJ) (CONT'D)

   b. Sample Report

****
REPORT NUMBER UYCM 03   DATE 30 APR 84   CAO CODE JA   PAGE 1

OVERAGE   PART A SECTION 2   FOR REQUESTOR CAR

       CAGE   CONTRACTORS NAME   LOCATION

       90073   CANADIAN MARCONI CO   MONTREAL QUE CAN H3P 1Y9
       ASSMT   CONT DATE COMPL   CONTRACT   PROP PROD   INSP   BUS
CAO CODE DEPT PIIN SPIIN   DATE RECD DATE NOUN CAT TYPE VE SC ACO IS ADM SURV COMM ACCPT BA CAT

JR P   N N00104 84 MPR59 83347 84009 84030 PARTS 1 J   U W1 9C   3   A3   1   ER   A

R2   COMPL84026 FAD84026 OVG84121 ECD   RSN   R7   FIN PAY NLA ISSUED 84FEB15
R8   PRODUCTION COMPLETE MTR0002Z 84026   R9 25 FOREIGN MILITARY SALES
R9 56 MANUAL CLOSEOUT REQUIRED BY ACO   R9 34 CANCELLED FUNDS

                                     OBLIGATED   UNLIQUIDATED   PROGRESS PAYMENTS
                                     6,672.00   0.00   0.00

COUNT OF OVERAGE CONTRACTS
ACO &&& TOTAL #
OVERAGE CONTRACTS WITH CANCELLED FUNDS #
CAO && TOTAL # PART A
OVERAGE CONTRACTS WITH CANCELLED FUNDS #

****
                          FIGURE 2.6.2-33

   c. Report Element Description

    All report elements are the same as described in part 2, chapter 1,
paragraph 2.1.4.1 of this manual for the CAR, UYCM16.

2.6.2.45 UYCM06 - PURCHASE OFFICE LIST (CAR) (NHJ)

    a. Data Summary

    PURPOSE: May be used to identify those
                                    purchasing activities that routinely
                                    make untimely distribution of con-
                                    tractual documents.

    SOURCE OF DATA: Data Base

    TYPE/MEDIUM: Inquiry Output Report - Standard Paper

    FREQ/RETENTION: As Required - As Determined Locally

    SORT SEQUENCE: Service Code, Buying Activity Code,
                                    PIIN, SPIIN

    PAGE BREAK: Full page.

    TOTAL: Count of age by days - computed between
                                    effective and received date, count for
                                    each buying activity of total contract
                                    in groups of age 0-20, 21-30, 31-59,
                                    60-89, 90 and over; also, the same at
                                    District level.

2.6.2.45 UYCM06 - PURCHASE OFFICE LIST (CAR) (NHJ) (CONT'D)

  b. Sample Report

```
*************************************************************************
REPORT NUMBER UYCM 06        DATE 84 SEP 28      PAGE  6
PURCHASE OFFICE LIST                                    TO REQUESTER CAR
P.I.I.N              EFF      DATE
BY ACT FY   SN  SUPPL DATE    REC     AGE        PO    DEPT
                     COUNT OF PI'S BY AGE - DAYS
                    0-20 21-30 31-59 60-89 90 & OVER
  PO UB TOTAL       00007 00000 00000 00000 00000
DLA900 84 MEY02           84-166    84-062   0000  UD   S
DLA900 84 PV403           94-178    84-062   0000  UD   S


                        SUMMARY PAGE
PURCHASE OFFICE LIST
ORG        PART A       PART B    SINGLE FUNCTION MULTI FUNCTION    TOTAL
JB         00009        00009      00001              00000        00019
JF         00001        00012      000120             00000        00013
```

```
*************************************************************************
                        FIGURE 2.6.2-34
```

c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UYCM06   Purchase Office List CAR Report Format
                                Code.

DATE   Date of report (YYMMMDD).

PAGE   Page number.

PIIN   The Procurement Instrument Identification
                                Number (the contract number).

SPIIN   The Supplementary Procurement Identifica-
                                tion Number is a number used in
                                conjunction with the basic PIIN to
                                identify: (1) amendments to solicitation
                                documents (four position numeric serial
                                number commencing with 0001); (2) calls/
                                orders against Basic Ordering Agreements
                                (BOA); Indefinate Delivery Type Contracts
                                (IDTCs), or Blanket Purchased Agreements
                                (BPA) (four position alphanumeric serial
                                number); or (3) modifications to con-
                                tractual documents (six position alpha-
                                numeric serial number for contracts, BOAs,
                                IDTCs or BPAs and a two position serial
                                number for calls/orders).

EFF DATE   Effective date of the contractual document
                                (Julian date).

DATE REC   Date the hard copy contractual document was
                                received at DFAS (Julian date).

AGE   Difference in days between the effective
                                date of the contract and the date the hard
                                copy was received.

PO   Purchasing Office (Buying Activity)
                                identifies the activity that issued the
                                procurement instrument.

SRV   Service Codes. For a list of the codes and
                                explanations see part 1, chapter 5,
                                appendix 2.10 of this manual.

COUNT OF PI'S BY AGE   Total Count of Procurement Instruments by
                                PO distributed to the appropriate age group
                                in days.

SUMMARY PAGE ORG   The Contract Administration Office
                                Organization Code.

REPORT ELEMENT	ELEMENT DESCRIPTION
SINGLE FUNCTION	The total contracts for which the applicable ORG has a single functional administrative limitation.
MULTI FUNCTION	The total contracts for which the applicable ORG has multiple administrative functional limitations but less than full administration.
TOTAL	Total contracts in part A and part B for each ORG.

2.6.2.46 UYCM07 - CLASSIFIED CONTRACT LISTING (CAR) (NHJ)

  a. Data Summary

PURPOSE: Provides information on contracts
                           requiring access to classified
                           information by a contractor or his
                           employees.

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change in ORG Code or when page is
                           full.

TOTAL: Summary page totals by ORG Code for
                           part A, part B, Single Function, Multi-
                           Function, and District totals for all
                           categories.

2.6.2.46 UYCM07 - CLASSIFIED CONTRACT LISTING (CAR) (NHJ) (CONT'D)

  b. Sample Report

```
************************************************************************************************
REPORT NUMBER  UYCM 07              DATE  84 SEP 28        CAO CODE JA        PAGE  3
CLASSIFIED CONTRACT LISTING    PART A SECTION 1                              TO REQUESTOR  CAR

              FSCM              CONTRACTORS NAME              LOCATION
    ASSMT                  CONT DATE  COMPL        CONTRACT      PROP  PROD       INSP   BUS
CAO CODE  DEPT  PIIN SPIIN DATE  RECD  DATE NOUN CAT TYPE  VE SC ACO IS ADM  SUPV  COMM ACCPT BA CAT
          14590                       SYSTEMS RESEARCH LABS   DAYTON  OH     45440
JF  P     F    F33615 82 C1759 83337 83442 85179 ENGINEERI    1    J C J6 WB  GB  9   A7   6    SG    A

SP D  REMITTANCE ADDRESS                          SP E  ADMIN GOVT PROP
SP Q  SUBLINE ITEM - NSP                          R9 02 PATENT RIGHTS REPORT REQUIRED




************************************************************************************************
```
                              FIGURE 2.6.2-35

  c. Report Element Description

     All report elements are the same as described in part 2, chapter 1,
paragraph 2.1.4.1 of this manual, for the CAR, UYCM16.

2.6.2.47 UYCM08 - R, D, T, and E CONTRACTS (CAR) (NHJ)

This report is obsolete and no longer used.

2.6.2.48 UYCM10 - SECTION 5 CONTRACTS MOVED TO SECTION 4 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of contracts that
                           are in CAR section 5, indicating all
                           administrative work has been completed,
                           but is being moved to section 4 because
                           the unliquidated dollar value or the
                           progress payment amount is not zero.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

ADDITIONAL INFO: The requester should be aware that this
                           report, if obtained prior to the last
                           cycle of the month, will show contracts
                           still in section 5 that may be shown on
                           other reports as being in section 4
                           because the program is structured to
                           show the contracts as moving from
                           section 5 to section 4 in an end of the
                           month move.

SORT SEQUENCE: PIIN, SPIIN

PAGE BREAK: Full page

TOTAL: Summary page totals by ORG Code for
                           part A, part B, Single Function, Multi-
                           Function, and Region totals for all
                           categories. Additionally, District
                           totals for obligation amounts.

2.6.2.48 UYCM10 - SECTION 5 CONTRACTS MOVED TO SECTION 4 (CAR) (NHJ)
           (CONT'D)

   b. Sample Report

```
********************************************************************************************
REPORT NUMBER UYCM 10                    DATE 84 JUL 09                      PAGE    1


SECTION 5 CONTRACTS MOVED TO SECTION 4                         DISTRIBUTION  TO REQUESTER RLM

C T  P.I.I.N    SPIIN  ORG  ACO S A P CHANGE      CONTRACTOR NAME        OBLIG
C C                    CODE     N C N  DATE

M DLA500 83 MCA59       JJ   N3  4 P B 4  191   QUALITY CONTROLLED STA    1,736.00

MNDLA900 84 M3459       JR   W2  4 P B 4  191   VARIAN CANADA INC              .00

M DLA700 84 M8559       JF   J7  4 P B 4  191   MID-STATE SALES INC          24.50




********************************************************************************************
                                     FIGURE 2.6.2-37
```

   c. Report Element Description

    All report elements are the same as are described for the CAR,
except:

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER   CAR section 5 contracts moved to section 4
                                  Report UYCM10 Format Code.

CC   Card Code used to denote the type of trans-
                                  action. Will be shown on this report as M.

TC   Transaction Code indicates type of action
                                  which has been or should be taken with the
                                  data to which it applies.

2.6.2.49 UYCM12 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE
          (CAR) (NHJ)

   a. Data Summary

   PURPOSE: To provide a consolidated list of
                               contracts closed, to facilitate the
                               closeout of contract files and updating
                               of current reference files by COF.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Inquiry Output Report - Standard Paper

   FREQ/RETENTION: As Required - As Determined Locally

   SORT SEQUENCE: PIIN, SPIIN

   PAGE BREAK: Full page.

   TOTAL: Summary page totals by ORG Code for
                               part A, part B, Single Function, Multi-
                               Function, and District totals for all
                               categories.

2.6.2.49 UYCM12 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE
           (CAR) (NHJ) (CONT'D)

   b. Sample Report

```
********************************************************************************
REPORT NUMBER UYCM 12              DATE 83 NOV 21              PAGE 152
SECTION 5 CLOSED CONTRACTS-PIIN SEQ                      DISTRIBUTION REQUESTOR CAR
CT      P.I.I.N    SUPPL  ORG ACO S A P PROCESS CONTRACTORS NAME       OBLIG
CC                        CODE    N C N   DATE
M D DLA700 83 MAT99       C1  6B  5 P A  83305  DYNAMIC GEAR INC          27.92
M D DLA720 83 M5099       01  AE  5 P B  83320  VALLEY FIR 7 REDWOOD   1,425.00
M D N00383 83 M6599       C1  6B  5 P B  83305  AIR PARTS AND SUPPLY C   101.25




********************************************************************************
                             FIGURE 2.6.2-38
```

   c. Report Element Description

     All report elements are the same as are described in part 2, chapter
l, paragraph 2.l.4.l of this manual, for the CAR, UYCM16.

2.6.2.50 UYCM13 – ZERO BALANCE PARTS A AND B, SECTION 1 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide the Comptroller Clerk, ACO
                               and/or supervisor with a list of zero
                               balance CAR, section l, contracts in
                               order to facilitate closeout.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change in ORG Code or change in ACO
                               Code.

TOTAL: Count of zero and negative unliquidated
                               dollar value contracts by ACO Code, ORG
                               Code and Region. Also, summary page
                               totals by ORG for part A, Single
                               Function, Multi-Function, and District
                               totals for all categories.

2.6.2.50 UYCM13 - ZERO BALANCE PARTS A AND B, SECTION 1 (CAR) (NHJ)
          (CONT'D)

   b. Sample Report

```
***********************************************************************************************
REPORT NUMBER UYCM 13          DATE  83 NOV 21                 CAO CODE CF                   PAGE  1
ZERO BALANCE    PART B SECTION 1                                  DISTRIBUTION    REQUESTOR CAR
   FSCM   CONTRACTORS NAME     LOCATION
   64959 WESTERN ELECTRIC/AT&T  GREENSBORO       NC     27420
  ASGM          CONT DATE  COMPL    CONTRACT      PROP  PROD   INSP   BUS
ORG CODE SVS   PIIN   SUPPL  DATE    RECD   DATE    NOUN   CAT TYPE VE SC ACO IS ADM SUPV COMM ACCPT BA CAT
02 P  A   DLA900 75 60029BG09 82316 82326 83050 DIAL,PUSHBU 1 J U EC    EA  5    A7 4  BG A

  REPORT NUMBER UYCM 13                    DATE 83 NOV 21                          PAGE 2
          SUMMARY PAGE


                                                            DISTRIBUTION    REQUESTOR CAR
   ORG      PART A       PART B       SINGLE FUNCTION   MULTI FUNCTION      TOTAL
   01       00116        00050          00000              00000            00166
   02       00001        00002          00000              00000            00003

  TOTAL     00117        00052          00000              00000            00169

COUNT OF PI'S - ZERO  NEGATIVE
OVERALL TOTAL  000155   000014
```

```
***********************************************************************************************
                                FIGURE 2.6.2-39
```

   c. Report Element Description

    All report elements are the same as are described in part 2, chapter
l, paragraph 2.1.4.l of this manual for the CAR, UYEM16.

2.6.2.51 UYCM14 – DELINQUENT PART A, SECTION 1 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a list highlighting those
                           contracts on which the schedule date
                           for delivery of supplies or performance
                           of services has expired.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                           Code.

TOTAL: Delinquent count 30-59 and 60 and over
                           days, by ACO, by CAR Part within ORG,
                           and by ORG Code, Summary Page, Totals
                           by ORG Code for part A and B, Single
                           Function, Multi-Function also same for
                           District.

2.6.2.51 UYCM14 - DELINQUENT PART A, SECTION 1 (CAR) (NHJ) (CONT'D)

   b. Sample Report

```
**************************************************************************************************
REPORT NUMBER  UYCM 14              DATE  21 NOV 83          CAO CODE CF        PAGE  10
DELINQUENT             PART A SECTION 1                                          FOR REQUESTOR  CAR
         FSCM                       CONTRACTORS NAME              LOCATION
         64959                      WESTERM ELECTRIC/AT&T     GREENSBORO  NC  27420
      ASSMT                    CONT  DATE COMPL       CONTRACT         PROP PROD       INSP     BUS
CAO   CODE DEPT   PIIN   SPIIN  DATE  RECD DATE  NOUN    CAT TYPE VE SC ACO IS ADM  SURV  COMM  ACCPT  BA CAT
 02   P    S N00024 82 G6024 US02 82225 82250 U 0 SERV/SUPPLY  0  J     U  ED EA EA   2   A7    1      US  A
SP E ADMIN GOVT PROP                              R9 06 UNPRICED ORDER
R9 20 COSTA ACCOUNTING STANDARDS CLAUS            R9 29 DATA WITHHOLDING CLAUSE
R9 43 JEWEL BEARING CLAUSE                        R9 49 LIMITATION OF COST OR FUNDS
                                                  OBLIGATED      UNLIQUIDATED    PROGRESS PAYMENTS
                                                  4,140,000.00    2,266,156.46       0.00
      02  P    N N61331 83 C0034      83213  83227 83281 REPORT    2    U    C    ED  EF  2   C9  2      AR      A
 R8    PRODUCTION COMPLETE GCW00027  83280            SP D  REMITTANCE ADDRESS
R9 02 PATENT RIGHTS REPORT REQUIRED              R9 16      DATE FINANCIAL REPORT REQUIRED
R9 29 DATA WITHHOLDING CLAUSE                     R9 49 LIMITATION OF COST OR FUNDS CLAUSE
                                                  OBLIGATED      UNLIQUIDATED    PROGRESS PAYMENTS
                                                  60,717.00       60,717.00         0.00


  02   P   N N00024 79 C6040      79283  79312 82059 SERVICES   6   U   C    ED  EA   EA  2   A7  6   EH  A




**************************************************************************************************
                                 FIGURE 2.6.2-40
```

c. Report Element Description

All report elements are the same as are described for the CAR, except:

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Delinquent part A section 1 CAR Report Format Code.
SUMMARY PAGE ORG	The Contract Administration Office Organization Code.
SINGLE FUNCTION	The total delinquent contracts for which the applicable ORG has a single functional administrative limitation.
MULTI FUNCTION	The total delinquent contracts for which the applicable ORG has multiple admin istrative functional limitations but less than full administration.
TOTAL	Total delinquent contracts in part A and part B for each ORG.
TOTAL	District totals for all ORGs for each category.
COUNT of PIs	A summary listing of totals of Procurement Instrument Identification Numbers by days for CAR parts A and B.

2.6.2.52 UYCM15 - DELINQUENT PART B, SECTION 2 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a list highlighting those
                             contracts on which the schedule date
                             for delivery of supplies or performance
                             of services has expired.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                             Code.

TOTAL: Delinquent count 30-59 and 60 and over
                             days, by ACO, by CAR Part within ORG,
                             and by ORG Code, Summary Page, totals
                             by ORG Code for parts A and B, Single
                             Function, Multi-Function; also, same
                             for District.

2.6.2.52 UYCM15 - DELINQUENT PART B, SECTION 1 (CAR) (NHJ) (CONT'D)

  b. Sample Report

```
*********************************************************************************************************************
REPORT NUMBER  UYCM15                    DATE  30 APR 84              CAO CODE JA                        PAGE  1

DELINQUENT              PART B SECTION 1                                              FOR REQUESTOR
CAR
        FSCM                    CONTRACTORS NAME        LOCATION

       90073            CANADIAN MARCONI CO.      MONTREAL QUE    CAN H3P 1T9
   ASSMT                        CONT DATE COMPL              CONTRACT            PROP PROD      INSP      BUS
CAO CODE   DEPT   PIIN    SPIIN  DATE RECD DATE  NOUN  CAT TYPE VE SC  ACO IS ADM  SURV COMM ACCPT BA CAT
JE   P    N N00194 84 MPR59     83347 84009 84030 PARTS 1   J    U   W1 9C        3   A3    1   KP  A


R8    2 84948 84031 GB1 84160 84138   2 RCD CON LAT
R9 56 MANUAL CLOSEOUT REQUIRED BY ACO

                                          OBLIGATED         UNLIQUIDATED   PROGRESS PAYMENTS
                                          6,672.00            6,672.00          0.00




*********************************************************************************************************************
```

FIGURE 2.6.2-41

  c. Report Element Description

     All report elements are the same as are described in part 2, chapter
6, paragraph 2.6.2.3.9 of this manual, for the UYCM14.

2.6.2.53 UYCM16 - CAR PART A, SECTIONS 1-5 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of the CAR part A
                              contract for use as a management tool
                              and inventory/status report of all ACO
                              assigned contracts. The ACO should
                              review the CAR each month to identify
                              problem conditions within the data
                              system for contracts assigned for
                              administration. Higher management may
                              use the CAR to ascertain/adjust
                              workloads as required. CA staff may
                              also use the CAR to identify problem
                              conditions and provide assistance as
                              required.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: System or Inquiry generated - Standard
                              Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, Section Number,
                              CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                              Code.

TOTAL: Provides totals for all CAR sections
                              for total contracts counts within ORG
                              Code and by ACO Code.

2.6.2.53 UYCM16 - CAR PART A, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

   b. Sample Report, Page 1

```
**************************************************************************************************************
REPORT NUMBER UYCM 16                         DATE 83 NOV 21                    CAO CODE CF            PAGE 5
CAR PART A     SECTION 2                                           TO REQUESTOR  CAR
       FSCM                             CONTRACTORS NAME                                    LOCATION
       2D843                         HAYES INTERANATIONAL CO                         DOTHAN      AL  36302

     ASSMT                     CONT  DATE  COMPL          CONTRACT                 PROP PROD      INSP      BUS
ORG  CODE  DEPT    PIIN    SPIIN DATE  RECD  DATE  NOUN  CAT  TYPE  VE  CL  ACO IS ADM  SURV COMM ACCPT  BA  CAT
85    P     F  F41608 81 DA008   81085 81095 83181 SVCS   1           U   CA  RR    2    9E    6   SA   A
R2    CMPL83287  FAD83286 IVG85181 ECD  RSN              R5 DUMMY BASIC
R9 52 DD250 NOT REQUIRED EXCEPT FAST PAY
R9 34 CANCELLED FUNDS
                                                          OBLIG            UNLIQ           P/P
                                                            .00              .00            .00
85    P     F  F41608 81 DA008         81085 81097 83181 REPAIR  5    C     U   CA  RR    2    A1    1   SA   A
R2    CMPL83287 FAD83287 OVG5181    ECD    RSN            R8    FFFFFFFFFFFFFFPRODUCTION COMPLETE HID0011Z     8
R9 O6 UNPRICED ORDER                                     R9 18 DATE NEXT FP1/FPR QTLY STMT DUE
                                                          OBLIQ            UNLIQ           P/P
                                                        318,633.00        5,294.56         .00
85    P     F  F09603 82 G0610         82084 82095 83084 SUPPLIES 1         U   CA  BK 5   9E    1   ZZ   A
R2    CMPL83159 FAD83151 OVG85059 ECD    RSN             SP E  ADMIN GOVT PROP
R9 03  SPECIAL TOOLING CLAUSE                            R9 52 DD250 NOT REQUIRED EXCEPT FAST PAY
                                                          OBLIG            UNLIQ           P/P
                                                            .00              .00            .00
                     CONTRACTOR TOTAL  3                 318,633.00        5,294.56         .00




**************************************************************************************************************
                                       FIGURE 2.6.2-42a
```

2.6.2.53 UYCM16 - CAR PART A, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

Sample Report, Page 2

```
************************************************************************************************************
REPORT NUMBER UYCM 16B              DATE 83 NOV 21              CAO CODE CF                    PAGE 6
             ORGANIZATION B5        PART A SECTION 2            ACO CA        TOTAL        TO REQUESTOR CAR
                                                                             OBLIG           UNLIQ   P/P
             PRIME ASSGMT  FF/P         0                                      .00            .00 .00
                           FP/E         0                                      .00            .00 .00
                           COST-INCENT  0                                      .00            .00 .00
                           OTHER        3                                 318,633.60       5,294.56 .00
                                             TOTAL DOLLAR AMOUNT          318,633.60       5,294.56 .00
                           TOTAL        3
                           O/A PI       0
                           FF/P         0
                           FP/E         0
                           TOTAL F/P    0
                           OTHER        0
                           TOTAL        0




************************************************************************************************************
                                       FIGURE 2.6.2-42b
```

c. Report Element Description

See Part 2, Chapter 1, Paragraph 2.1.4.1 of this manual.

2.6.2.54 UYCM17 - CAR PART B, SECTIONS 1-5 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of the CAR part B
                                contracts for use as a management tool
                                and inventory/status report of all
                                contracts administered in accordance
                                with DLAM 8105.1.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, Section Number,
                                CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                                Code.

TOTAL: Provides totals for all part B sections
                                by ORG Code and ACO Code.

2.6.2.54 UYCM17 - CAR PART B, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

   b. Sample Report, Page 1

```
************************************************************************************************************
REPORT NUMBER UYCM 17                    DATE 83 NOV 21                CAO CODE CF                        PAGE 172
CAR PART B        SECTION 1                                                           TO REQUESTOR    CAR
          FSCM                            CONTRACTORS NAME               LOCATION
          88817                      WEST POINT PEPPERELL I         WEST POINT GA    31833

      ASSMT                          CONT   DATE  COMPL       CONTRACT                   PROP PROD        INSP   BUS
ORG   CODE   DEPT PIIN    SPIIN      DATE  RECD  DATE   NOUN  CAT  TYPE  VE   CL  ACO IS ADM  SURV  COMM  ACCPT  BA   CAT
01    P      S DLA100 83 C0530       83079 83090 83253  CLOTH  1                  U  AE  A7     2     C9     1    TW   A
R8    PRODUCTION COMPLETE SIP00027Z     83270
R9    34 CANCELLED FUNDS
                                                          OBLIG              UNLIQ            P/P
                                                        78,660.00          3,037.15          .00
01    P      S DLA100 82 C0775       82180 82174 82361  CLOTH   1    J       U  AE  A7     2     9E     1    TW   A
R8    FFFFPRODUCTION COMPLETE JFB0004Z   83196            R9  26  EXTENT QTY VARIATION CLAUSE
                                                          OBLIG              UNLIQ            P/P
                                                        61,461.00           145.03           .00
                              CONTRACTOR TOTAL     2    140,121.00         3,182.18           .00
          5W516                       ZIEGLER TOOLS INC              MACON   GA       31206
01    P      F F09603 84 MO129       83305 83313 83365  SURF PLATE 1  J       U  AE  A7     2     C9     1    RJ   J

                                                          OBLIG              UNLIQ            P/P
                                                         2,240.00          2,240.00          .00

                              CONTRACTOR TOTAL   1       2,240.00          2,240.00          .00




************************************************************************************************************
```
                              FIGURE 2.6.2-43a

2.6.2.54 UYCM17 - CAR PART B, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

Sample Report, Page 2

```
***************************************************************************************************
REPORT NUMBER UYCM 17B                DATE 83 NOV 21              CAO CODE CF                    PAGE 173
      ORGANIZATION 01        PART B  SECTION 1        ACO AE         TO REQUESTOR   CAR

                                          OBLIG              UNLIQ              P/P
         CONTRACTORS              166
         P1                       773
         PRIME ASSENT   FF/P      773      10,127,622.03       7,839,548.31       33,082.00CR
                        FP/E        0              .00                .00              .00
                        COST INCENT  0             .00                .00              .00
                        OTHER        0             .00                .00              .00
                        TOTAL DOLLAR AMOUNT 10,127.622.03       7,839.548.31       33,082.00CR
         PRIME ADM PT             773
         SEC ADM PI                 0
         SEC ADM SPI                0




***************************************************************************************************
                            FIGURE 2.6.2-43b
```

c. Report Element Description

    All report elements are the same as are described in part 2, chapter
1, paragraph 2.1.4.1 of this manual, for the CAR, UYCM16.

2.6.2.55 UYCM18 - CAR PART C, SECTIONS 1-5 (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of CAR part C
                              detailing single assignment respon-
                              sibilities for each functional element.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, CA Function, ACO Code,
                              Section Number, CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                              Code.

TOTAL: Summary totals for part C contracts by
                              ORG Code, ACO Code, and CA function.

2.6.2.55 UYCM18 - CAR PART C, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

b. Sample Report, Page 1

```
*********************************************************************************************************************
REPORT NUMBER UYCM 18                    DATE 83 NOV 21          CAO CODE CF                        PAGE 537
CAR PART C        SECTION 1        CA FUNCTION 3                      TO REQUESTOR    CAR
                  FSCM             CONTRACTORS NAME             LOCATION
                  3P106            SEABROOK FOODS/SOUTHER       MONTEZUMA     GA       31063

        ASSMT                    CONT  DATE  COMPL         CONTRACT                PROP PROD   INSP        BUS
ORG     CODE    DEPT    PIIN    SPIIN  DATE  RECD  DATE   NOUN  CAT  TYPE  VE  CL ACO IS ADM  SURV  COMM ACCPT BA CAT
01      G      S  DLA13H 83 W0807      83060 83090 83120E SUBSIS 1    J       U    AE    9    9E      5   UE   J
FL 3 PAYMENT
SP D REMITTANCE ADDRESS
                                              OBLIG              UNLIQ              P/P
                                              5,688.72           23.52             .00
01      G      S  DLA13H 83 WO524      83003 83081 83044E SUBSIS 1    J       U    AE    9    9E      5   UE   J
FL 3 PAYMENT
SP D REMITTANCE ADDRESS
                                              OBLIG              UNLIQ              P/P
                                              8,731.92           47.04             .00
01      G      S  DLA13H 83 W0671      83032 83039 83075 MELON BALLS 1 J      U    AE    9    9E 5        UE   J
FL 3 PAYMENT
                                              OBLIG              UNLIQ              P/P
                                              4,913.88           651.84            .00
01      G      S  DLA13H 83 W0597      83017 83020 83067 MELON BALLS 1 J      U    AE    9    9E 5        UE   J
FL 3 PAYMENT
                                              OBLIG              UNLIQ              P/P
                                              33,987.24          281.40            .00

                    CONTRACTOR TOTAL  4      53,321.76          1,003.80           .00




*********************************************************************************************************************
                                        FIGURE 2.6.2-44a
```

2.6.2.55 UYCM18 - CAR PART C, SECTIONS 1-5 (CAR) (NHJ) (CONT'D)

   Sample Report, Page 2

****
   REPORT NUMBER UYCM 17C   DATE 83 NOV 21   CAO CODE CF   PAGE 538
    ORGANIZATION 01 PART C SECTION 1   CA FUNCTION 3 TO REQUESTOR CAR

                                 OBLIG   UNLIQ   P/P
DISB ONLY   338 91,918,058.45   20,358,916.14   .00
QA ONLY   0
PROP ONLY   0
PROD ONLY   0
TRANS ONLY   0
OTHER   0
TOTAL   338
            $$$ TOTALS FOR FUNC 3   91,918,045.45   20,358.916.14 .00

****
                       FIGURE 2.6.2-44b

   c. Report Element Description

    All report elements are the same as are described in part 2, chapter
l, paragraph 2.l.4.l of this manual, for CAR, UYCM16.

2.6.2.56 UYCM19 - CAR PART D - SUMMARY PART A REGION (DISTRICT) (CAR)
          (NHJ)

   a. Data Summary

   PURPOSE: To provide a listing of summary data by
                                   District for management of the volume,
                                   status, and nature of contracts
                                   assigned (excluding Quality Assurance).

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Inquiry Output Report - Standard Paper

   FREQ/RETENTION: As Required - As Determined Locally

   SORT SEQUENCE: Parts A and B Summary - CAR Section,
                                   Record ID, Part C Summary - ORG Code,
                                   CAR Section, Record ID.

   PAGE BREAK: Change in District or level ID.

   TOTAL: Counts of contracts and total dollar
                                   value by District within each CAR
                                   Section.

2.6.2.56 UYCM19 - CAR PART D - SUMMARY PART A REGION (DISTRICT) (CAR)
          (NHJ) (CONT'D)

   b. Sample Report, Page 1

```
*****************************************************************************************************
REPORT NUMBER UYCM 19                    DATE 84 APR 30                              PAGE 19
                                  PART D CAR-SUMMARY PART A          TO REQUESTOR   CAR
  FOR-CLEVELAND                   REGION REPORT

                      SEC 1          SEC 2         SEC 3          SEC 4         SEC 1-4      SEC 5
                      ACTIVE         PHYS/COMP     DORMANT        PAY/ADJ       TOTAL        CLOSED

PRIMARY ADMINISTRATION

01 FF/P                 120             34             9             4             167          5
02 F/P-ESCALATION         2              4             0             1               7          0
03 COST-INCENTIVE        15              6             4             0              25          1
04 OTHER                 23              5             0             0              28          2
05 TOTAL                160             49            13             5             227          8

SUPPORT ADMINISTRATION

06 CODES - S MULTI CA FUN LMT    8       0             0             1               9          0
06 CODES - S CA FUN LMT 6        3       0             0             0               3          0
   TOTAL                        11       0             0             1              12          0
07 CODES - T MULTI CA FUN LMT    1       0             0             0               1          0
07 CODES - T CA FUN LMT 6        0       0             0             0               0          0
   TOTAL                         1       0             0             0               1          0
08 TOTAL 5,6,7                 172      49            13             6             240          8

   $OBL

09 FF/P        63,142,648.82   9,923,356.82   2,712,513.80  3,137,090.73   78,915,628.17   812,539.18
10 F/P-E      257,456,811.47     148,148.79           .00     38,879.92  257,643,840.18          .00
11 C/INCENT    82,386,557.55   1,030,613.19     773,748.00          .00   84,190,918.74    55,215.00
12 OTHER          756,603.61     713,828.20           .00          .00    1,470,431.81    42,939.24
13 TOTAL      403,742,621.45  11,815,947.00   3,486,279.80  3,175,970.65  422,220,818.90   910,693.42
14 FF/P        48,501,540.12   1,024,079.67      10,329.16    196,845.62   49,732,794.57          .00
15 F/P-E      184,820,923.01       7,854.07           .00     38,879.92  184,867,657.00          .00
16 C/INCENT    14,962,257.68     288,876.85      10,801.11          .00   15,262,205.64          .00
17 OTHER          150,825.47       6,277.60           .00          .00      157,103.07          .00
18 TOTAL      248,435,816.28   1,327,088.19      21,130.27    235,725.54  250,019,760.28          .00
19 TOTAL P/P    2,618,160.21CR    37,900.40CR         .00     94,312.14CR   2,750,372.75CR        .00



*****************************************************************************************************
```
                              FIGURE 2.6.2-45a

2.6.2.56 UYCM19 - CAR PART D - SUMMARY PART A REGION (DISTRICT) (CAR)
          (NHJ) (CONT'D)

   Sample Report, Page 2

```
********************************************************************************************************
REPORT NUMBER UYCM 19A                              DATE 83 NOV 21                                   PAGE 1
                  PART D CAR SUMMARY-PART C                                   TO REQUESTOR   CAR
                      FOR ATLANTA              REGION REPORT
               SEC 1           SEC 2        SEC 3        SEC 4         SEC 1-4        SEC 5
               ACTIVE          PHYS/COMP    DORMANT      PAY/ADJ       TOTAL          CLOSED
1  QA ONLY        7              0            0            2             9              0
2  PROP ONLY    246              1            0            0           247              0
3  PROD ONLY    102              0            0            1           103              0
4  DISB ONLY    558              3            0           21           582             55
5  TRANS ONLY     1              0            0            0             1              0
6  MULTI FUNC   332              0            0            1           333              0
7  TOTAL       1246              4            0           25          1275             55
8  $OBL-DISB 120,557,142.98   77,632.65     .00    410,346.97    121,045,122.60   3,755,378.80
9  $ULO-DISB  26,261,015.29   37,153.17     .00    410,346.97     26,708,515.43      40,941.78
********************************************************************************************************
```

                            FIGURE 2.6.2-45b

   c. Report Element Description

      See part 2, chapter 1, paragraph 2.1.4.1 of this manual.

2.6.2.57 UYCM21 - CAR PART D - SUMMARY PART A ORGANIZATION (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of summary data by
                                Organization for management of the
                                volume, status, and nature of contracts
                                assigned (excluding Quality Assurance).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: Parts A and B Summary - CAR Section,
                                Record ID, Part C Summary - ORG Code,
                                CAR Section, Record ID

PAGE BREAK: Change in ORG Code or Level ID.

TOTAL: Counts of contracts and total dollar
                                values by ORG Code within each CAR
                                Section.

2.6.2.57 UYCM21 – CAR PART D – SUMMARY PART A ORGANIZATION (CAR) (NHJ) (CONT'D)

b. Sample Report

```
***********************************************************************************************************************
REPORT NUMBER UYCM 21                    DATE 83 NOV 21                                         PAGE 19
                                         PART D CAR-SUMMARY PART A             TO REQUESTOR  CAR
FOR-CLEVELAND                            ORGANIZATION - 4T

                             SEC 1          SEC 2          SEC 3        SEC 4        SEC 1-4       SEC 5
                             ACTIVE         PHYS/COMP      DORMANT      PAY/ADJ      TOTAL         CLOSED

       PRIMARY ADMINISTRATION

       01 FF/P               120              34             9            4            167           5
       02 F/P-ESCALATION       2               4             0            1              7           0
       03 COST-INCENTIVE      15               6             4            0             25           1
       04 OTHER               23               5             0            0             28           2
       05 TOTAL              160              49            13            5            227           8

       SUPPORT ADMINISTRATION

       06 CODES - S MULTI CA FUN LMT   8       0             0            1              9           0
       06 CODES - S CA FUN LMT 6       3       0             0            0              3           0
          TOTAL                       11       0             0            1             12           0
       07 CODES - T MULTI CA FUN LMT   1       0             0            0              1           0
       07 CODES - T CA FUN LMT 6       0       0             0            0              0           0
          TOTAL                        1       0             0            0              1           0
       08 TOTAL 5,6,7                172      49            13            6            240           8

          $OBL

       09 FF/P           63,142,648.82  9,923,356.82  2,712,513.80   3,137,090.73 78,915,628.17  812,539.18
       10 F/P-E         257,456,811.47    148,148.79          .00      38,879.92 257,643,840.18      .00
       11 C/INCENT       82,386,557.55  1,030,613.19    773,748.00          .00  84,190,918.74   15.00
       12 OTHER             756,603.61    713,828.20          .00          .00   1,470,431.81  939.24
       13 TOTAL         403,742,621.45 11,815,947.00  3,486,279.80   3,175,970.65 422,220,818.90
       910,693.42
       14 FF/P           48,501,540.12  1,024,079.67     10,329.16     196,845.62  49,732,794.57     .00
       15 F/P-E         184,820,923.01      7,854.07          .00      38,879.92 184,867,657.00      .00
       16 C/INCENT       14,962,257.68    288,876.85     10,801.11          .00  15,262,205.64      .00
       17 OTHER             150,825.47      6,277.60          .00          .00     157,103.07       .00
       18 TOTAL         248,435,816.28  1,327,088.19     21,130.27     235,725.54 250,019,760.28     .00
       19 TOTAL P/P      2,618,160.21CR    37,900.40CR         .00      94,312.14CR  2,750,372.75CR .00



***********************************************************************************************************************
                                     FIGURE 2.6.2-46
```

c. Report Element Description

   All report elements are the same as are described for the UYCM19 in part 2, chapter 1, paragraph 2.1.4.2, of this manual.

2.6.2.58 UYCM22 - CAR PART A, SECTION 2 OVERAGE ALERT (CAR) (NHJ)

   a. Data Summary

PURPOSE: To provide a listing for contract
                            administration management identifying
                            those contracts with the potential of
                            becoming overage within the next 60 and
                            30 days.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change in ORG Code or change in ACO
                            Code.

TOTAL: Totals by ORG Code and ACO Code for
                            potential overage contracts and summary
                            totals by CAR Part and CAR Section.

2.6.2.58 UYCM22 - CAR PART A, SECTION 2 OVERAGE ALERT (CAR) (NHJ)
           (CONT'D)

  b. Sample Report

```
***********************************************************************************************************
  REPORT NUMBER UYCM 22                    DATE 83 NOV 21           CAO CODE CF                     PAGE 1
  OVERAGE ALERT    PART A  SECTION 2   60 DAY ALERT                        DISTRIBUTION   REQUESTOR  CAR
           FSCM          CONTRACTORS NAME                    LOCATION
           91351         DYNAMIC GEAR CO INC                 FT LAUDERDAL  FL      33307

         ASSMT                      CONT  DATE  COMPL        CONTRACT                   PROP PROD   INSP    BUS
  ORG    CODE    DEPT   PIIN  SPIIN  DATE  RECD  DATE  NOUN  CAT  TYPE  VE  CL ACO IS ADM SURV COMM ACCPT BA CAT
  C1     F      S  DLA700 83 PK906  83138 83136 83238E GEAR SPUR 1 J      U  6B  2K   3   9E   1    UB  J
  R2   CMPL83252 FAD83234 OVG83365                     R8  PRODUCTION COMPLETE DGF9001Z   83234
                                                       OBLIG            UNLIQ            P/P
                                                       343.68            0.00           0.00
  C1     P      S  DLA700 83 MHD58  83164 83168 83359 GEAR SPUR  1 J      U  6B  2K   3   A3   1    UB  J
  R2   CMPL83225 FAD83242 OVG83365                     R8  PRODUCTION COMPLETE DGF9001Z   83234
                                                       OBLIG            UNLIQ            P/P
                                                       961.12           961.12          0.00
                          CONTRACTOR TOTAL  2         1,304.80          961.12          0.00


***********************************************************************************************************
```
                                FIGURE 2.6.2-47

  c. Report Element Description

     All report elements are the same as are described for the CAR.

2.6.2.59 UYCM36 – FOREIGN MILITARY SALES (CAR) (NHJ)

a. Data Summary

PURPOSE: To provide a listing of all contracts
                                containing R9 Remark 25 to the FMS
                                monitors at the District and CAO.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report – Standard Paper

FREQ/RETENTION: As Required – As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change in ORG Code or change in ACO
                                Code.

TOTAL: Summary page totals by ORG Code for
                                part A, part B, Single Function, Multi-
                                Function, and District totals for all
                                categories.

2.6.2.59 UYCM36 - FOREIGN MILITARY SALES (CAR) (NHJ) (CONT'D)

b. Sample Report, Page 1

```
************************************************************************************************************************
REPORT NUMBER UYCM 36                        DATE 83 NOV 21              CAO CODE CF                        PAGE 39
FOREIGN MILITARY SALES        PART B SECTION 1                           TO REQUESTOR   CAR
             FSCM            CONTRACTORS NAME                    LOCATION
      ASSMT                            CONT DATE COMPL       CONTRACT                    PROP PROD      INSP        BUS
ORG    CODE    DEPT   PIIN    SPIIN    DATE RECD DATE  NOUN  CAT TYPE VE CL ACO IS ADM  SURV COMM  ACCPT BA   CAT
             27784           SEMCO INC                           HUNTSVILLE       AL      35801
B1    P      A DAAH01 83 P5507       83255 83259 84084 CARRIER,PEN 1 J      U   BB BS      3    A2   2    OO   A
R9 25  FOREIGN MILITARY SALES

                                                       OBLIG                 UNLIQ                P/P
                                                       6,898.95              6,898.95             .00


             27784           SEMCO INC                           HUNTSVILLE       AL      35801
B1    P      A DAAH01 82 P5907       82272 82279 83203 WIRING HARN 1 J      U   BB BS      3    A2   2    OO   A
R8        PRODUCTION COMPLETE SEX0001Z                 R9 25 FOREIGN MILITARY SALES

                                                       OBLIG                 UNLIQ                P/P
                                                       1,734.20              1,734.20             .00


             27784           SEMCO INC                           HUNTSVILLE       AL      35801
B1    P      A DAAH01 83 P5316       83269 83278 84090 JUMPER ASSE 1 J      U   BB BS      3    A2   1    OO   A
R9 13 GUAR MAX SHIP WGT/FOB ORIG MIN SIZE              R9 25 FOREIGN MILITARY SALES

                                                       OBLIG                 UNLIQ                P/P
                                                       1,640.00              1,640.00             .00


             6A586           TEXTRONIX INC                       HUNTSVILLE       AL      35801
B1    P      A DAAH01 82 P3873       82183 82196 83102 SUPPLIES    1 J      U   BB BR      3    A2   1    OO   A
R9 13 GUAR MAX SHIP WGT/FOB ORIG MIN SIZE              R9 25 FOREIGN MILITARY SALES
                                                       OBLIG                 UNLIQ                P/P
                                                       33,987.24             281.40              .00
```

```
************************************************************************************************************************
```
                                        FIGURE 2.6.2-48a

2.6.2.59 UYCM36 - FOREIGN MILITARY SALES (CAR) (NHJ) (CONT'D)

   Sample Report, Page 2

****

REPORT NUMBER UYCM 36		DATE 83 NOV 21	CAO CODE CF	PAGE 100
		SUMMARY PAGE		
FOREIGN MILITARY SALES			TO REQUESTOR CAR	
ORG	PART A	PART B	SINGLE FUNCTION	MULTI FUNCTION	TOTAL
01	00118	00149	00003	00000	00270
02	00263	00010	00002	00000	00275
B1	00105	00122	00000	00000	00227
B2	00002	00000	00000	00000	00002
B5	00001	00000	00000	00000	00001
C1	00253	00205	00001	00000	00459
C5	00002	00000	00000	00000	00002
C6	00001	00000	00000	00000	00002
TOTAL	00745	00486	00006	00000	01237

****
                              FIGURE 2.6.2-48b

   c. Report Element Description

    All report elements are the same as are described in part 2, chapter
l, paragraph 2.l.4.l of this manual, for the CAR, UYCM16.

2.6.2.60 UYCM37 - NON-DoD REIMBURSEMENT CONTRACTS (CAR) (NHJ)

   a. Data Summary

PURPOSE: To provide a listing of all contracts
                                with R9 Remark 01 (except when R9
                                Remark 25 is included) to the Non-DoD
                                Monitor.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

PAGE BREAK: Change of ORG Code or change in ACO
                                Code.

TOTAL: Summary page totals by ORG Code for
                                part A, part B, Single Function, Multi-
                                Function, and District totals for all
                                categories.

2.6.2.60 UYCM37 - NON-DoD REIMBURSEMENT CONTRACTS (CAR) (NHJ) (CONT'D)

   b. Sample Report, Page 1

```
***************************************************************************************************
REPORT NUMBER UYCM 37                      DATE 83 NOV 21            CAO CODE CF                    PAGE 12
NON-DOD REIMBURSEMENT CONTR    PART A SECTION 1                         TO REQUESTOR    CAR
          FSCM              CONTRACTORS NAME                    LOCATION

      ASSMT                          CONT  DATE COMPL      CONTRACT          PROP PROD       INSP      BUS
ORG   CODE    DEPT   PIIN   SPIIN   DATE  RECD DATE  NOUN  CAT TYPE VE CL ACO IS ADM SURV  COMM ACCPT BA CAT
          58517              MICROCRAFT INC                      TULLAHOMA      TN     37388
01    S     P  OONAS1-0 154167      78212 78213 81181 DSGNFABRI  2 U     U   2E AG  AD   6    9E    1   ZZ  C
FL 2  PRODUCTION                                   FL 4 PROPERTY
FL 6  ACO ACTION REQUIRED

R6    DOLLAR VALUE 278800000                        SP E ADMIN GOVT PROP
R9 01 NON DOD REIMBURSEMENT CONTRACTS
                                                   OBLIG           UNLIQ           PROG PAY
                                                    .00             .00             .00
          5A517              MICROCRAFT INC                      TULLAHOMA      TN     37388
01    S     P  OONAS8-0 327356      77304 77307 80273 SERVICES   2 U     U   2E AG  AD   6    9E    1   ZZ  C
FL 1  QUALITY ASSURANCE                            FL 2  PRODUCTION
FL 6  ACO ACTION REQUIRED

R5    ACO PROP PROD QA 01700493                    R9 01 NON DOD REIMBURSEMENT CONTRACTS
                                                   OBLIG      UNLIQ           PROG PAY
                                                    .00        .00             .00




***************************************************************************************************
```

FIGURE 2.6.2-49a

2-447

2.6.2.60 UYCM37 - NON-DoD REIMBURSEMENT CONTRACTS (CAR) (NHJ) (CONT'D)

   Sample Report, Page 2

```
**********************************************************************************************
REPORT NUMBER UYCM 37A              DATE 83 NOV 21          CAO CODE CF              PAGE 17
                                    SUMMARY PAGE
NON-DOD REIMBURSEMENT CONTR                                            TO REQUESTOR CAR

ORG        PART A        PART B      SINGLE FUNCTION      MULTI FUNCTION        TOTAL
01         00009         00000          00005                00026             00040
B1         00004         00000          00014                00153             00171
B4         00000         00000          00001                00016             00017
O1         00005         00000          00003                00024             00032
05         00002         00000          00000                00000             00002


     TOTAL 00020         00000          00023                00219             00262




**********************************************************************************************
                                   FIGURE 2.6.2-49b
```

   c. Report Element Description

     All report elements are the same as described in part 2, chapter 1,
paragraph 2.1.4.1 of this manual, for the CAR, UYCM16.

2.6.2.61 UYCM39 - CAR PROGRESS PAYMENTS (CAR) (NHJ)

   a. Data Summary

   PURPOSE: To provide a listing for the District
                                   and CAOs to facilitate monitoring of
                                   contracts with progress payments
                                   authorized.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Inquiry Output Report - Standard Paper

   FREQ/RETENTION: As Required - As Determined Locally

   SORT SEQUENCE: ORG Code, ACO Code, CAGE, PIIN, SPIIN

   PAGE BREAK: Change in ORG Code or change in ACO
                                   Code.

   TOTAL: Totals by CAR Section by ORG Code and
                                   ACO Code for prime and secondary
                                   contracts containing progress payments.

2.6.2.61 UYCM39 - CAR PROGRESS PAYMENTS (CAR) (NHJ) (CONT'D)

   b. Sample Report

```
*************************************************************************************************************
REPORT NUMBER UYCM 39                   DATE 90 NOV 21              CAO CODE CF                      PAGE 94
PROGRESS PAYMENT            PART A SECTION 1                              TO REQUESTOR   CAR
        FSCM           CONTRACTORS NAME                   LOCATION
        29056          WOODARD ELECTRIC INC               HARTSELLE     AL  35640
     ASSMT                      CONT DATE COMPL          CONTRACT           PROP PROD        INSP        BUS
CAO   CODE   DEPT   PIIN   SPIIN   DATE RECD  DATE  NOUN CAT TYPE VE CL  ACO IS ADM SURV  COMM ACCPT BA CAT
B1    P    A DAAH01 81 C0551     81210 81279 83288 POWER SUP 1  J   V  U  EE BP   2    A2     1   CC  C

R5    FA APPVD 06                                    R8    2 83201 83206 KL3 83273 83201
SP C  PROGRESS PAYMENTS AUTHORIZED                   R9 56 MANUAL CLOSEOUT REQUIRED BY ACO

                                          OBLIGATED            UNLIQUIDATED         PROGRESS PAYMENTS
                                          63,443.00             57,443.00            45,353.00 CR

B1    P      A DAAH01 82 C0753    82195 82200 83331 HEIGHT DRIV 1 J     U  BE BP   2    A2     1   CC  C
R8    2 83223 83239 KL3 83280 83223               SP C PROGRESS PAYMENTS AUTHORIZED

                                          OBLIGATED            UNLIQUIDATED         PROGRESS PAYMENTS
                                          27,220.00             27,220.00            25,106.00 CR

B1    P      A DAAH01 82 C0267    82020 82033 84024 ELECTONI  1  J     U  BE BP   2    A2     6   CC  C

R5    WIP PERCENTAGES NEEDED                         R8 2 83091 83091 KL3 83133 83091
SP C  PROGRESS PAYMENTS AUTHORIZED                   SP F 0 FA/PRE PROC SAMPLE RPT

                                          OBLIGATED            UNLIQUIDATED         PROGRESS PAYMENTS
                                          90,100.00             85,500.00            19,506.00 CR
B1    P      A DAAH01 83 C0285    83014 83022 84027 CABLE ASSEM  1 J     U  BE BP   2    A2     1   CC  C

SP C  PROGRESS PAYMENTS AUTHORIZED                   R9 56 MANUAL CLOSEOUT REQUIRED BY ACO

                                          OBLIGATED            UNLIQUIDATED         PROGRESS PAYMENTS
                                          61,490.00             61,490.00            16,584.00 CR

B1    P      A DAAH01 82 C0593    83138 82154 84225 GENERATOR   1  J     C  BE BP   2    A2     6   CC  C
R8 2  83157 83098 KL3 83189 83108                 SP  C   PROGRESS PAYMENTS AUTHORIZED
SP F  82178A FA/PRE PRCD SAMPLE RPT               OBLIGATED            UNLIQUIDATED         PROGRESS PAYMENTS
                                          27,814.00             23,814.00                 0.00
             CONTRACTORS TOTAL    5        270,067.00           255,467.00           106,849.00


*************************************************************************************************************
```
                          FIGURE 2.6.2-50

   c. Report Element Description

     All report elements are the same as described in part 2, chapter 1,
paragraph 2.1.4.1 of this manual, for the CAR UYCM16.

2.6.2.62 UYFD14 – INVOICES AWAITING CONTRACT MODIFICATIONS

a. Data Summary

PURPOSE: The purpose of this report is to
                                provide a weekly listing of REASON CODE
                                D (awaiting modification) invoices on
                                hand by contractor name and member,
                                invoice amount, ADPE, shipment number
                                and invoice.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Weekly

ADDITIONAL INFO: A copy of the listing should be sent to
                                the Contract Administration component
                                involved.

SORT SEQUENCE: Terminal Digit

PAGE BREAK: Full Page

TOTAL: Total number of invoices awaiting
                                contract modification (Reason D) and
                                total dollars involved.

2.6.2.62 UYFD14 - INVOICES AWAITING CONTRACT MODIFICATIONS (CONT'D)

b. Sample Report

```
****************************************************************************************************************
REPORT NUMBER UYFD 14                    DATE 90 NOV 21              CAO CODE B                      PAGE 1
INVOICES AWAITING CONTRACT MODIFICATION                             AS OF 83 NOV 21
S L CONTR/PIIN   SPIIN PARTL  --DISCOUNT INFORMATION-  DATE   INVOICE   ADPE   SHIPMENT  INVOICE F DA AC I PROCESS  R
V C BY ACT FY T SN CALL  SP/MD MONETARY $ CO/DATE RATE DY RECD  AMOUNT   NBR      NBR      NBR   C      D  DATE    C

INSOUTH MICROSYSTEMS
A B DAAH01 81 D A029 0001   P1            .00            83298 284,212.00 103079 BVN8016   BVN00016    B 3 11/04/83 D

TELEDYNE CONTI I3163
F B F41608 82 G 0029 T904                 .00            83133     599.14 077800 CPC0001Z  7291        T 2 09/14/83 D

SCI SYSTEMS INX83232
F B F04611 81 D 0062                      .00            83282   9,485.00 076941 SCI0154   24448         1 08/23/83 D




****************************************************************************************************************
```

FIGURE 2.6.2-51

2.6.2.63 UYFD15 - INVOICES AWAITING BASIC CONTRACT

a. Data Summary

PURPOSE: The purpose of this report is to
                                provide a weekly listing of (invoices
                                awaiting basic contract) REASON CODE C
                                invoices on hand. The ACO should
                                coordinate with DFAS, and if necessary
                                forward a copy of the contract.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Weekly

ADDITIONAL INFO: A copy should be sent to the Contract
                                Administration Office involved.

SORT SEQUENCE: Terminal Digit

PAGE BREAK: Full Page

TOTAL: Summary includes total number of
                                invoices awaiting basic contract
                                (REASON CODE C) and total dollars.

2.6.2.63 UYFD15 - INVOICES AWAITING BASIC CONTRACT (CONT'D)

   b. Sample Report

```
********************************************************************************************************
 REPORT NUMBER UYFD 15              DATE 90 MAR 22        CAO CODE                              PAGE 1

 INVOICES AWAITING BASIC CONTRACT                                       AS OF 22 MAR 90

 S L  CONTR/PIIN SPIIN  PARTL  -----DISCOUNT INFORMATION-----  DATE INVOICE  ADPE   SHIPMENT INVOICE F DS AC I PROCESS R
 V C  BY ACT FY  T SN   CALL   SP/MD MONETARY $ CD/DATE  RATE  DY  RECD AMOUNT  NBR    NBR      NBR    C  D  DATE   C
              I0097
 S    DLA4D0 89 M 0200                .00   90067              90067   46.76 577851 LNC0002          2 03/01/90 C
              I0103
 A    DAAE07 85 G J001 UB76           .00   89313      90073 3,724.56 884842 QPS0007 V01703     E   1 03/15/90 C
 A    DAAE07 85 G J001 UB76           .00   89313      90073 5,912.00 884843 QPS0006 V01702     E   1 03/15/90 C

 ----------***-------------------------------------------------------------------------------------------------
 ---------------------------------------------------------------------------------------------------- I0103
 F    F19630 87 D 0014 BU50           .00   90071      90073   54.00 473566 ZDS0001 901532          2 03/15/90 C


********************************************************************************************************
```
                                 FIGURE 2.6.2-52

2.6.2.64 UYFD19 – INVOICES AWAITING APPROVAL

a. Data Summary

PURPOSE: The purpose of this report is to
                           provide a weekly listing of REASON CODE
                           H invoices on hand.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Weekly

ADDITIONAL INFO: A copy should be sent to the Contract
                           Administration Office concerned.

SORT SEQUENCE: Terminal digit by CAO

PAGE BREAK: Full Page

TOTAL: Total invoices awaiting approval by
                           ACO. Summary indicates total number of
                           invoices awaiting approval by service
                           and total dollars involved.

2.6.2.64 UYFD19 - INVOICES AWAITING APPROVAL (CONT'D)

b. Sample Report

```
******************************************************************************************************************
REPORT NUMBER UYFD 19                          DATE 90 NOV 21                                            PAGE 2
INVOICES AWAITING APPROVAL                                            AS OF 83 NOV 21

  S L P.I.I.N     CALL PARTL  -DISCOUNT INFORMATION-  DATE  INVOICE    ADPE    SHIPMENT  INVOICE  F DS AC I PROCESS  REA
  V C BY ACT FY T SN   SP/MD AMOUNT R/T CO/DATE RATE   DY   RECD  AMOUNT    NBR       NBR    NBR     C  D  DATE   SON

  S D DLA100 83 C 8287          0         90.00       3319 11,882.23 111114  BER0231    543            E  2 11/17/83  H
  S A DLA400 83 C 2162          0         90.00       3311  2,224.60 102200  DAC0001    5840           E  1 11/09/83  H
  S A DLA400 83 C 2162          0         90.00       3311 37,023.70 108202  DAC0037    5839           E  1 11/29/83  H
  S B DLA100 82 C 0573          0         90.00       3314 42,419.45 105667  ALC00172   267317Z        E  1 11/15/83  H
  A A DAAJ09 84 P 0095          0         90.00       3318  4,483.02 110194  ESC0001Z   900453         E  2 11/16/83  H
  A D DAAE07 83 V 3021   1.39  1CR         .50 20     3304    278.39 105349  JLP0002Z   1754           E  1 11/02/83  H
  A D DAAJ09 83 P 5712   3.89  1CR         .10 20     3304  3,895.65 105325  CES2001    8381001        E  2 11/02/83  H
  S A DLA120 84 M 8824   8.02  1CR        2.00 10     3314    401.28 109712  WLC0001    9935           E  1 11/15/83  H
  A D DAA207 83 V 3021   8.55  1CR         .50 20     3304  1,710.11 105348  JLP0001    1753           E  1 11/02/83  H
  S D DLA700 83 M 8651  12.25  1CR         .50 10     3314  2,450.00 109657  UNA0001Z   U16777         E  2 11/15/83  H
  S D DLA100 83 C 8680  21.14  1CR         .10 20     3304 21,142.30 105479  105479     BER0001        E  2 11/02/83  H
  F D F34601 82 C 3414  22.73  1CR         .25 20     3304  9,053.50 105328  LPI800EZ   10880501       T  2 11/03/83  H
  F D F33657 82 C 0281  25.55  1CR         .10 10     3314 25,538.80 109722  WHC0073    049373         E  2 11/16/83  H
  S D DLA700 82 M 8604  26.92  1CR         .50 10     3314  5,384.00 109728  UNA00017   U16779         E  2 11/15/83  H
  S A DLA120 84 M 0824  62.40  1CR        2.00 10     3314  3,028.16 109714  HLC0803    9833           E  1 11/15/83  H
******************************************************************************************************************
```

FIGURE 2.6.2-53

2-456

2.6.2.65 UNMD370A - CLOSED CONTRACTS - REGION (DISTRICT) REPORT

a. Data Summary

PURPOSE: This report provides a list of
                                contracts in CAR sections 5, 8, and 9.
                                The report is produced for the
                                District. The contracts are listed for
                                the requested date range. (Except when
                                the requested range exceeds the normal
                                data retention period).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: CAO CD, Section, PIIN, SPIIN

PAGE BREAK: Full Page

TOTAL: N/A

2.6.2.65 UNMD370A - CLOSED CONTRACTS - REGION (DISTRICT) REPORT
         (CONT'D)

  b. Sample Report

```
*****************************************************************************
REPORT NUMBER UNMD370A   DATE  83 NOV 21  RTG CODE JB RQSTR  LYNNE  PAGE 1
            CLOSED CONTRACTS
             REGION REPORT     CLOSING DATE RANGE  01 JAN 85 - 31 MAY 85


                       CAO  CAR  CAR  DATE     PK9     CONTRACTOR
   PIIN       SPIIN   CODE  SEC  PART CLOSED   DATE    NAME

DLA70085CJS01          JF    5    A   85/01/01 85/01/01  ABC CORPORATION
DLA70085CJS02          JB    9    A   85/01/02 85/02/02  ABC CORPORATION
DLA70085CJS10          JF    8    C   85/01/03 85/01/03  ABC CORPORATION
DLA70085CJS11   0001   JF    5    B   85/01/04 85/01/04  ABC CORPORATION
DLA70085PJS15          JB    9    B   85/01/05 85/01/05  ABC CORPORATION




*****************************************************************************
```
                       FIGURE 2.6.2-61

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD370A	Closed Contracts - District Report
DATE	Date of the report (YYMMMDD).
RTG CODE	The office to which the report is to be routed.
RQSTR	The code which indicates more specifically where the report is to be routed.
PAGE	Page number.
PIIN	The Procurement Instrument Identification Number identifies each closed document.
SPIIN	The Supplemental Procurement Instrument Identification Number identifies each call or order to a basic procurement instrument.
CAO CD	This is the Contract Administration Office code which identifies the office that had administrative responsibility for the closed document.
CAR SEC	The CAR Section displayed will be CAR sections 5 through 9 only.
CAR PART NO	The CAR Part number assigned to the contract displayed will be shown.
DATE CLOSED	The date the document closed. (YYMMDD)
PK9 DATE	The date a PK9 was sent for the closed contract. Will be blank if a PK9 was not sent (YYMMDD).
CONTRACTOR NAME	The name of the contractor will be shown for the contract displayed.

2.6.2.66 UNMD370B - CLOSED CONTRACTS - CAO REPORT

a. Data Summary

PURPOSE: This report provides a list of
                                  contracts in CAR sections 5, 8, and 9.
                                  The report is produced for a specified
                                  CAO. The contracts are listed for the
                                  requested date range. (Except when the
                                  requested range exceeds the normal data
                                  retention period).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: SECTION, PIIN, SPIIN

PAGE BREAK: Full Page

TOTAL: N/A

2.6.2.66   UNMD370B - CLOSED CONTRACTS - CAO REPORT (CONT'D)

   b.   Sample Report

****
REPORT NUMBER UNMD370B   DATE 83 NOV 21 RTG CODE JB RQSTR LYNNE   PAGE 1
           CLOSED CONTRACTS
               CAO REPORT   CLOSING DATE RANGE 01 JAN 85 - 31 MAY 85

                      CAO   CAR   CAR   DATE   PK9   CONTRACTOR
     PIIN   SPIIN CODE SEC   PART   CLOSED   DATE   NAME

DLA70085CJS01   JB   5   A   85/01/01 85/01/01 ABC CORPORATION
DLA70085CJS02   JB   9   A   85/01/02 85/02/02 ABC CORPORATION
DLA70085CJS10   JB   8   C   85/01/03 85/01/03 ABC CORPORATION
DLA70085DJS11   0001   JB   5   B   85/01/04 85/01/04 ABC CORPORATION
DLA70085PJS15   JB   9   B   85/01/05 85/01/05 ABC CORPORATION

****
                        FIGURE 2.6.2-62

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD370B	Closed Contracts - CAO Report
DATE	Date of the report (YYMMMDD).
RTG CODE	The office to which the report is to be routed.
RQSTR	The code which indicates more specifically where the report is to be routed.
PAGE	Page number.
PIIN	The Procurement Instrument Identification Number identifies each closed document.
SPIIN	The Supplemental Procurement Instrument Identification Number identifies each call or order to a basic procurement instrument.
CAO CD	This is the Contract Administration Office code which identifies the office that had administrative responsibility for the closed document.
CAR SEC	The CAR Section displayed will be CAR sections 5, 8, and 9 only.
CAR PART NO	The CAR Part number assigned to the contract displayed will be shown.
DATE CLOSED	The date the document closed (YYMMDD).
PK9 DATE	The date a PK9 was sent for the closed contract. Will be blank if a PK9 was not sent (YYMMDD).
CONTRACTOR NAME	The name of the contractor will be shown for the contract displayed.

2.6.2.67 UNMD380A - NEW CONTRACT RECEIPTS - ENTIRE REGION (DISTRICT)

a. Data Summary

PURPOSE: This report provides a list of
                                contracts added to the system as of the
                                date the request is made. A contract
                                which is added to the system for this
                                report's purposes must have been
                                completely abstracted, not just added
                                to inventory (backlogged).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: CAO CD, PIIN, SPIIN

PAGE BREAK: Full page

TOTAL: The sum of all contracts displayed is
                                reported.

2.6.2.67 UNMD380A - NEW CONTRACT RECEIPTS - ENTIRE REGION (DISTRICT)
          (CONT'D)

  b. Sample Report

```
****************************************************************************************************
REPORT NUMBER UNMD380A              DATE 86 AUG 14          RTG CODE:  CA       REQUESTOR LYNNE
PAGE 1
                                   NEW CONTRACT RECEIPTS
                                   SYSTEM INQUIRY         OFFICE SYMBOL: OFFICES/MBOL#1
                                   REGION REPORT

                    CAO                              CAR-  ASGM-  PROD   HARD  ACO-  INDUS   PROP
     PIIN-SPIIN    ORG-CD      CONTRACTOR NAME       PART   CD   SUV-CD  COPY   CD  SPEC-CD AD-CD
  DAAEC783CW406     JA     K D I PRECISION PRODUCTS    C    S      6            A1    A1
  DAAE0783CW406     JF     L & S IND INC              C    S      6            A8    A1
  N0022184MN272     JF     UNION CARBIDE CORP LINDE DIV B    P      3            A8    A4
  F4260084W6046     JC     GKS INC                    B    P      3            B9    G8
  F4962084C0048     JC     GOULD DEFENSE SYSTEMS INC  A    P      2            F4    F1
  DLA40083C2866     JF     UNIROYAL TIRE CO/UNIROYAL DIV B    P      2            L5    G6
  F3460183C2466     JC     L PERRIGO CO               A    P      2            S2    G8
  F4260084W6047     JF     GKS INC                    B    P      3            B9    G8
  DLA12084MFN24     JC     HYGENIC CORPORATION THE    B    P      3            A6    A1
  DAAA0980C2667     JF     AEROFAB CO INC             B    P      2            M5    2P     AC

          TOTAL-NEW-CONTRACTS        10

     LAST PAGE

****************************************************************************************************
                              FIGURE 2.6.2-63
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER UNMD380A	New Contract Receipts - District Report
DATE	Date of the report (YYMMMDD).
RTG CODE	The two position code indicating which organization within a DCMD the requested inquiry is to be routed. Routing codes are locally determined.
RQSTR	Indicates more specifically to which individual or group of individuals the report should be routed.
PAGE	Page number.
OFFICE SYMBOL	The office symbol is used to further route the requested report.
PIIN-SPIIN	The Procurement Instrument Identification Number (PIIN) and Supplemental Procurement Instrument Identification Number (SPIIN) of the reported document. The SPIIN should reflect the call/order number only (when it applies).
CAO-ORG-CD	The CAO Code assigned to the contract is displayed.
CONTRACTOR NAME	Reflects the name of the contractor recorded for this contract on the data base.
CAR-PART	Contract Administration Report (CAR) Part Number indicates the portion of the CAR in which the contract falls as follows:

<table>
<tr><td></td><td>(1) A ACO review and closeout,
(2) B Final review and closeout based
    upon payment processing
    (automatic) or
(3) C Support contracts.</td></tr>
<tr><td>ASGM-CD</td><td>The Contract Assignment Code depicts the type of administration assigned to a contract. These codes are described in part 1, chapter 5 of this manual.</td></tr>
</table>

REPORT ELEMENT	ELEMENT DESCRIPTION
PROD-SUV-CD	The extent of production involvement assigned to a contract is indicated by the Production Surveillance Code. These codes are explained in part 1, chapter 5 of this manual.
HARD-COPY	When a document was initially abstracted by MILSCAP, one of two codes appear here which reflects whether or not the hard copy of the document has arrived and been indicated by DFAS (via a specific transaction). An A reflects hard copy has not yet been received and/or indicated by DFAS. An R reflects that the hard copy has been received and DFAS has recorded its receipt. When no code appears, the document was not received from MILSCAP.
ACO-CD	This two position code indicates to which Administrative Contracting Officer (ACO) the contract administrative responsibility is assigned according to the contract data base.
INDUS-SPEC-CD	A two position code appears which reflects the Industrial Specialist assigned production responsibilities for the contract according to the contract data base.
PROP-AD-CD	When Property Administration of a prime or support contract is indicated, the two position code of the individual assigned property administration of the document is shown. The code is from the contract data base.
TOTAL-NEW-CONTRACTS	This field indicates the total number of contracts reported.

2.6.2.68 UNMD380B - NEW CONTRACT RECEIPTS - CAO REPORT

a. Data Summary

PURPOSE: This report provides a list of
                           contracts added to the system as of the
                           date the request is made. A contract
                           which is added to the system for this
                           report's purpose must have been
                           completely abstracted, not just added
                           to inventory (backlogged).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: PIIN, SPIIN

PAGE BREAK: Full page

TOTAL: The total number of all contracts
                           displayed is reported.

2.6.2.68 UNMD380B - NEW CONTRACT RECEIPTS - CAO REPORT (CONT'D)

  b. Sample Report

```
****************************************************************************************************
REPORT NUMBER UNMD380B      DATE 90 AUG 14            RTG CODE: JA  RQSTR:  LYNNE      PAGE: 1

                            NEW CONTRACT RECEIPTS
CAO-ORG-CD:  JB                SYSTEM INQUIRY             OFFICE SYMBOL:  OFFICESYMBOL#2
                               CAO REPORT

                                               CAR-  ASSGM-  PROD-  HARD  ACO-   INDUS    PROP
  PIIN-SPIIN          CONTRACTOR NAME          PART   CD    SUV-CD  COPY   CD   SPEC-CD  AD-CD
  DAAE0783CW406       L & S IND INC             C     S      6            A8     A1
  N0022184MN272       UNION CARBIDE CORP LINDE DIV  B   P      3            A8     A4
  F4260084W6046       GKS INC                   B     P      3            B9     G8
  DLA40083C2866       UNIROYAL TIRE CO/UNIROYAL DIV B   P      2            L5     3Q
  F4260084W6047       GKS INC                   B     P      3            B9     G8

****************************************************************************************************
```
                            FIGURE 2.6.2-64

  c. Report Element Description

     All report elements are the same as described on UNMD380A, except
for:

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT NUMBER UNMD380B   New Contract Receipts - CAO Report

DATE   Date of the report (YYMMMDD).

RTG-CD   The two position code indicating which
                                  organization within a DCMD the requested
                                  inquiry is to be routed. Routing codes are
                                  locally determined.

RQSTR   The requester code is a means of indicating
                                  more specifically to which individual or
                                  group of individuals the report should be
                                  routed.

PAGE   Page number.

CAO-ORG-CD   The Contract Administration Office (CAO)
                                  Code identifies the office which has
                                  administrative responsibility for the
                                  contract. For this report, the request
                                  limited contracts reported to a specific
                                  CAO.

OFFICE SYMBOL   The office symbol further identifies who is
                                  to receive the requested report.

2.6.2.69 UNMD400A - RDF HISTORY BY CONTRACT

a. Data Summary

PURPOSE: This report provides a listing of
                                  Revised Delivery Forecast History
                                  information for a particular contract
                                  based on various request levels.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: ACO, PIIN, SPIIN

PAGE BREAK: Contract Number Change

TOTAL: N/A

2.6.2.69 UNMD400A - RDF HISTORY BY CONTRACT (CONT'D)

   b. Sample Report

```
********************************************************************************************************************
REPORT NUMBER UNMD400A                    DATE 90AUG28       REQUESTOR: SMITH     CAO-CD: CB        PAGE: 1

                                            RDF HISTORY BY CONTRACT

 CONTRACTOR NAME:  ACE PRECISION INDUSTRIES          FSCM:  6N878              PIIN/SPIIN:  DLA002S508001

 IS/CMA CODE:           CAO-CD:  JA            ACO-CD:              TRANSACTION DATE RANGE:  -


  CLIN   SHIP    RDF DEL  RDF DEL   RVSN    FCST     MIL/NO         PCH   RDF       CAO  ACTG  IS  ACO   TYPE  TRANS
  ELIN   TO      SCH DAT  SCH QTY   RSN     DEL DT   NSN            UNT   TRANS DT  REC  ACO   CMA       DOC   STA

  0001   W56HZW  86AUG30     4      GB3     90SEP30  2540007068219  EA    90SEP02   C    JJ    S5   J7
  0002   SC0700  86AUG29    10      GB3     90SEP30  2540007068219  EA    90SEP02   C    JJ    S5   J7
  0005   N00189  86AUG27     5      GB3     90SEP30  2540007068219  EA    90SEP02   C    JJ    S5   J7
  0011   W52H09  86AUG27     7      GB3     90SEP30  2540007068219  EA    90SEP02   C    JJ    S5   J7




********************************************************************************************************************
                                           FIGURE 2.6.2-65
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
REQUESTER	The requester code indicates specifically which individual or group of individuals the report should be routed.
PAGE	Page number.
CONTRACTOR NAME	Reflects the name of the contractor recorded for the contract reported.
PIIN/SPIIN	The Procurement Instrument Identification Number (PIIN) and Supplemental Procurement Instrument Identification Number (SPIIN) of the reported document. The SPIIN should reflect the call/order number only when it applies.
CAO-CD assigned	The Contract Administration Office Code the subject contract.
IS/CMA CODE	The two position code which reflects the Industrial Specialist (IS) or Contract Management Assistant (CMA) assigned Program and Technical Support responsibility for the subject contract.
ACO-CD	A two position code indicating to which Administrative Contracting Officer the subject contract is assigned.
TRANSACTION DATE RANGE	Reflects the transaction date DATE RANGE range requested on the inquiry.
CLIN/ELIN	Contract Line Item/Exhibit Line Item Number. This number identifies each supply or service recorded in the data base.
SHIP TO	Identity code of the destination point of the item.
RDF DEL SCH DATE	The date the line item is to be delivered/ performed.
RDF DEL SCH QTY	The quantity of the line item to be delivered/performed.
RVSN RSN	The agent responsible for and coded reason for later performance.

REPORT ELEMENT	ELEMENT DESCRIPTION
FCST DEL DT	The date the Program and Technical Support Specialist determined that performance is most likely to occur.
MIL/NO NSN	The MILSTRIP Number or NSN whichever is applicable.
PCH UNIT	The unit of issue showing on the purchase request document.
RDF TRANS DT	The date the RDF transaction was forwarded.
CAO REC	The CAO Recommendation Code for action to be taken on a particular contract; these codes are listed on an appendix to part l, chapter 5 of this manual.
ACTG-ACO	The acting ACO.
IS/CMA	The Industrial Specialist assigned to the contract displayed.
ACO	The ACO code of the individual assigned to the contract displayed.
TYPE	If a followup was sent to the RDF, a L (letter), M (message), or a 5 (DD Form 375) will appear.
TRANS	A indicates RDF is in response to a request, C indicates a corrected RDF, D indicates interim reply.

2.6.2.70 UNMD410A - CONTRACTOR STATUS LIST

a. Data Summary

PURPOSE: This report provides a listing of all
                                CAR Section 1 active contracts for a
                                particular contractor. If the contract
                                is delinquent those schedules which are
                                delinquent are listed. A valid request
                                will produce UNMD410A, Contractor
                                Status List.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report

FREQ/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE: PROD-SUV-CD, PIIN, SPIIN

PAGE BREAK: Full page

TOTAL: N/A

2.6.2.70 UNMD410A - CONTRACTOR STATUS LIST (CONT'D)

   b. Sample Report

****

                       CONTRACTOR STATUS LIST

CAGE: 05825   CONTRACTOR NAME: GOULD DEFENSE SYSTEMS INC REQUESTER: A2-SP

PIIN	SPIIN	CLIN	DLQ	DT-DEL	RSN	FRCST-DT	PROD-SUV-CD
DAAA09 86 C0159		0001	D	90JUN30	KF2	90DEC31	2
		0003	D	90AUG20	KB2	90OCT31	2
DAAE07 86 G1560	0002	0001	D	90JUL31	KF2	90DEC31	2
		0003	D	90JUL31	KP2	90SEP30	2
DAAE07 86 D0071	0111						2
DLA100 86 M3384							2
DLA700 87 D0086	0001						2
DLA400 86 M1087		0001	D	90JUL31	KF1	90SEP30	2
		0002	D	90JUL31	KF2	90SEP30	2
		0003	D	90JUL31	KF3	90SEP30	2

****
                       FIGURE 2.6.2-66

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Self-Explanatory.
DATE	Report Run Date.
RTG CODE	The Contract Administration Office Code assigned the subject contracts.
PAGE	Page number.
CAGE	The contractor's Commercial and Government Entity.
CONTRACTOR NAME	Reflects the name of the contractor recorded for the contract reported.
REQUESTER	Indicates more specifically to which individual or group of individuals the report should be routed.
PIIN	The Procurement Instrument Identification Number of the reported document.
SPIIN	The Supplemental Procurement Instrument Identification Number of the reported document.
CLIN	The Contract Line Item Number of the Delinquent Schedule.
DLQ	An indicator depicting the schedule is delinquent.
DT-DEL	Delivery schedule date for the displayed schedule.
RSN	The coded reason the item was not delivered as scheduled.
FRCST-DT	Date the Program and Technical Support Specialist predicts the item/service will be delivered or completed.
PROD-SUV-CD	Production surveillance code assigned to the contract.

2.6.2.71 UNKR150A - RDF TRANSACTIONS WITHOUT ACO REMARKS

a. Data Summary

PURPOSE: To provide daily listings of RDFs, both
                                routable and unroutable, that were sent
                                without CAO recommendation.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

SORT SEQUENCE: ACO, CONTRACTOR, PIIN, SPIIN, CLIN

PAGE BREAK: ACO

TOTAL: None

2.6.2.71 UNKR150A - RDF TRANSACTIONS WITHOUT ACO REMARKS (CONT'D)

   b. Sample Report

```
*****************************************************************************************************************
REPORT NUMBER UNKR150A           DATE YYMMMDD          CAO CODE XX                      PAGE: XXX

ACO 26                           RDF TRANSACTIONS WITHOUT ACO REMARKS

TRANS PIIN/SPIIN      CLIN/ SHIP   SCHEDULE   RDF DEL REVISION  FORECAST   MIL-NO/NSN      PRCH  RDF TRANS  TYPE  TYPE  TRANS
TYPE                  ELIN  TO     DEL DATE   SCH QTY REASON    DEL DT                     UNIT  DATE       TRANS DOC   STAT

   CONTRACTOR NAME:   THE AMERICAN COLEMAN COMPANY

PJA  N0010482CK859       0001AC W52H09 89DEC18      125      KE4    91MAR07   2530006734231   LO    90DEC18    R     L
PJA  N0010486D14121324 0001    W52H09 89SEP23      198      KB5    91NOV23   2520001996734   EA    90SEP24
PJB  DAAE0783CA359       0001    FD2060 89OCT14      325      KK1    91DEC19   W52H098360997   EA    90OCT15
PJB  DAAJ0983CA359       0001AB FB2065 89OCT24       65      KC1    90DEC15   W52HO74839678   PK    90OCT25
PJA  DLA10085C0819       0001    M95563 89NOV09      464      KE4    91JAN28   4730002431617   EA    90NOV10
PJA  N6092182CA019       0001AC W52H09 86NOV16      484      KD8    91FEB01   4320008903502   EA    90NOV17
PJA  DLA13H86C0113       0001    SW0700 89NOV22       32      K04    91MAR28   4720001234657   PK    90NOV23
PJB  DAAB07846J5602003 0001AA W56HZV 89DEC03      275      KR3    91MAR14   W52H098350999   EA    90DEC04
PJA  N609218CA019        0001    W52H09 89DEC17      363      KS6    91MAR21   4710001203456   EA    90DEC18
```

```
*****************************************************************************************************************
```
                                FIGURE 2.6.2-67

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Self-Explanatory.
DATE	Report Run Date.
CAO CODE	The Contract Administration Office Organization Code to which the report is to be routed.
PAGE	Page number.
ACO	Administrative Contracting Officer.
TRANS TYPE	The Format Identifier Code.
PIIN/SPIIN	The Procurement Instrument Identification Number (contract number) and the Supplementary Procurement Instrument Identification Number (order number).
CLIN/ELIN	The Contract Line Item Number and the Exhibit Line Item Number.
SHIP TO	The Destination Of The Item.
SCHEDULE DEL DT	The date the line item is to be delivered/performed.
RDF DEL SCH QTY	The quantity of the line item to be delivered/performed.
REVISION REASON	The responsible agent and the coded reason for late performance.
FORECAST DEL DT	The date the Production Specialist determined that performance is most likely to occur.
MIL-NO/NSN	MILSTRIP NUMBER or NATIONAL STOCK NUMBER. If the transaction type is PJB, this field will hold the MILSTRIP NUMBER. If it is PJA it will hold the NATIONAL STOCK NUMBER or blank.
PRCH UNIT	The unit of measure used when purchasing the item.
RDF TRANS DATE	The date the RDF transaction was processed by production.
CONTRACTOR NAME	The name of the contractor.
TYPE-TRANS	A one position field that depicts whether the RDF will go out AUTODIN or hardtop.

REPORT ELEMENT	ELEMENT DESCRIPTION
TYPE-DOC	A code depicting the method used to report the actual/impending delay in performance. An L, M, 2, or 5.
TRANS-STA	Provides special information on the transaction. An A, C, D, or blank.

   A = In response to a request
   C = Corrected RDF
   D = Interim reply

2.6.2.72 UNKR100A - MECHANIZED DLA FORM 1654 (375-2)

a. Data Summary

PURPOSE: The purpose of this report is to
                                provide a hard copy report for those
                                activities that cannot receive
                                automatic data transactions, and a copy
                                is provided to document the contract
                                file when CAO recommendations are
                                input.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: As Required

SORT SEQUENCE: PIIN, SPIIN, CLIN

PAGE BREAK: Contract Number

TOTAL: None

2.6.2.72 UNKR100A - MECHANIZED DLA FORM 1654 (375-2) (CONT'D)

  b. Sample Report, Page 1

****
ADDRESS TO: N00383   DELAY IN DELIVERY

CONTRACT-NUMBER: N0038385D0119 0123   TYPE-OF-DELAY

CONTRACTOR NAME: THE MAGNAVOX COMPANY   X ACTUAL
LOCATION: 2131 BUETER RD FORT WAYNE, INDIANA   ANTICIPATED
   CLIN/ELIN   QUANTITY   DESCRIPTION   SCHEDULE   FORECAST
               AFFECTED   NSN   NOUN   DELVY-DT   DELVY-DT

   0001 AA   54   5905004016395   Resistor   91 JUL 10   91 AUG 31
   0002 CA   150   5895118996044   Module   91 JUL 10   91 AUG 31
   0002 DA   25   5895118996045   Modem   91 JUL 31   91 SEP 30

                             REASON FOR DELAY

REMARKS: The delay in delivery was caused by late receipt of repair parts for the test
station. The needed parts will be received on July 31, 1985. Allowing time to install
the parts in the test station, recalibration and subsequent testing of the production
parts. Delivery of line items 0001AA and 0002CA is forecast for August 31, 1985. Line
Item 0002CA is part of 0002DA, allowing time for assembly and test delivery is forecast
for Sept. 30, 1985.

PRODUCTION REPRESENTATIVE OFFICE-SYMBOL   PHONE NUMBER   DATE FORWARDED
        John Smith   DCRI MMPR   (AV)930 5432   91 JUL 01

                         ACO RECOMMENDED ACTION

        NEGOTIATE-NEW-SCHEDULE   DD FORM 375
        ISSUE-MODIFICATION: WILL-FOLLOW-BY:
        LEAVE-DELINQUENT: X   X WILL-NOT-FOLLOW
        OTHER:

  ACO-REMARKS: Recommend no action at this time.

  ACO NAME   OFFICE-SYMBOL   PHONE NUMBER   DATE-FORWARDED
James E. Jones   DCRI MMCA   (AV)930 5442   91 JUL 13

****
                         FIGURE 2.6.2-68a

2.6.2.72 UNKR100A - MECHANIZED DLA FORM 1654 (375-2) (CONT'D)

  Sample Report, Page 2

```
********************************************************************************
                          PCO RECOMMENDED ACTION

CONTRACT-NUMBER: XXXXXXXXXXXXX XXXX
            NEGOTIATE-NEW-SCHEDULE:                      ACO   OR   PCO
            ISSUE-MODIFICATION:                          ACO,  OR   PCO
            LEAVE-DELINQUENT:        X                   NEED MORE WRITTEN DETAIL

PCO-REMARKS: Concur action is not required at this time.



    PCO-NAME        OFC-SYMBOL    PHONE NUMBER   SIGNATURE   DATE-FORWARDED
                    ASO MMMQ      (AV) 777 8888               91 JUL 14

              RETURN TO: DPRO MAGNAVOX
                         1616 Directors Row
                         Fort Wayne, IN 46774



 MECHANIZED DLA FORM 1654



********************************************************************************
                          FIGURE 2.6.2-68b
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
ADDRESS TO	The DoDAAC of the report recipient.
CONTRACT-NUMBER	The Procurement Instrument Identification Number (contract number).
TYPE-OF-DELAY	Depicts whether the delay is expected or has actually occurred.
CONTRACTOR NAME	The name of the Contractor who is performing on the contract.
LOCATION	The Contractor's address.
CLIN/ELIN	The Contract Line Item Number.
QUANTITY AFFECTED	That portion of the line item that is not going to be performed by the contract schedule.
NSN	This field will reflect the National Item Identification Numbers found in the contracts, or the MILSTRIP Numbers found in Army/Air Force contracts.
NOUN	Name of the item.
SCHEDULE DELVY DT	The delivery schedule date in the contract.
FORECAST DELVY DT	The expected delivery date determined by the Production Specialist.
REASON FOR DELAY	The reason why the contractor is not going to complete the item/service as scheduled in the contract.
PRODUCTION REPRESENTATIVE	The Program and Technical Support Specialist who prepared the report.
OFFICE-SYMBOL	The office symbol of the Program and Technical Support Specialist who prepared the report.
PHONE NUMBER	The phone number of the Program and Technical Support Specialist who prepared the report.
DATE FORWARDED	The date the Program and Technical Support Specialist prepared the report.

REPORT ELEMENT	ELEMENT DESCRIPTION
ACO RECOMMENDED ACTION	
NEGOTIATE-NEW-SCHEDULE	This space will contain an X if the ACO recommends negotiating a new delivery schedule.
ISSUE-MODIFICATION	This space will be X'd if the ACO recommends modifying the contract.
WILL-FOLLOW-BY	If this space contains an X, then a DD FORM 375 will follow by the date provided.
WILL-NOT-FOLLOW	This space will be X'd if a DD FORM 375 will not follow this report.
LEAVE-DELINQUENT	This space will be X'd if the ACO recommends leaving schedule delinquent.
OTHER	This space will contain an X if a recommendation is different from any of the above.
ACO REMARKS	The ACOs recommendation or comments.
ACO NAME	The Administrative Contracting Officer's name.
OFFICE SYMBOL	The Administrative Contracting Officer's office symbol.
PHONE NUMBER	The Administrative Contracting Officer's telephone number.
DATE FORWARDED	The date this report was forwarded.
PCO RECOMMENDED ACTION	
NEGOTIATE NEW SCHEDULE	This space will contain an X if the PCO recommends negotiating a new delivery schedule. The PCO will indicate who is to do the negotiation by placing an X in the appropriate block.
ISSUE MODIFICATION	This space will be X'd if the PCO recommends modifying the contract. The PCO will indicate who is to do the negotiation by placing an X in the appropriate block.
LEAVE DELINQUENT	This space will be X'd if the PCO recommends no action be taken.

REPORT ELEMENT	ELEMENT DESCRIPTION
OTHER	This space will contain an X if a recommendation is different from any of the above.
PCO REMARKS	The PCO's recommendation or comments.
PCO NAME	The Contracting Officer's name.
OFFICE SYMBOL	The Contracting Officer's office symbol.
PHONE NUMBER	The Contracting Officer's telephone number.
DATE FORWARDED	The date this report was forwarded.
RETURN TO	The address of the originating office.

2.6.2.73   UNKR300A - RDF ROUTABLE HISTORY BY CONTRACT

a.   Data Summary

PURPOSE: The purpose of this report is to
                                  provide a daily report of all routable
                                  transactions that have been routed.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Daily

SORT SEQUENCE: CAO, ACO, CAGE, PIIN, SPIIN, CLIN,
                                  Schedule Date

PAGE BREAK: PIIN/SPIIN

TOTAL: None

2.6.2.73 UNKR300A - RDF ROUTABLE HISTORY BY CONTRACT (CONT'D)

b. Sample Report

```
***********************************************************************************************************************
REPORT NUMBER UNKR300A                    DATE 90 MAR 05       CAO CODE JN                              PAGE: 2

                                       RDF ROUTABLE HISTORY BY CONTRACT

        CONTRACTOR NAME:   TECHNICAL SYSTEMS INC            FSCM:   33128           PIIN/SPIIN:  DAAA0989C0061

CLIN    SHIP   RDF DEL   RDF DEL   RVSN  FORECAST  MIL/NO         PCH   RDF     CAO ACTG  IS   ACO  TYPE TRANS    PROD
ELIN    TO     SCH DT    SCH QTY   RSN   DEL DT    NSN            UNT TRANS DT  REC ACO   CMA       DOC  STA      IND

0001AB  W45G19 89DEC22      25     KL6   90APR15   W52H095061A015     FEB28      F   G5   S4        D
```

```
***********************************************************************************************************************
                                         FIGURE 2.6.2-69
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NUMBER	Self-Explanatory.
DATE	Report Run Date.
CAO CODE	The Contract Administration Office Organization Code to which the report is to be routed.
PAGE	Page number.
CONTRACTOR NAME	Name of the contractor.
CAGE	The Commercial and Government Entity identifies the contractor's code.
PIIN/SPIIN	The Procurement Instrument Identification Number (contract number) and the Supplementary Procurement Instrument Identification Number (order number).
CLIN/ELIN	Contract Line Item Number and the Exhibit Line Item Number.
SHIP TO	Destination Of The Item.
RDF DEL SCH DT	Date the RDF line item is to be delivered/ performed.
RDF DEL SCH QTY	The Quantity of the line item to be delivered/performed.
RVSN RSN	The responsible agent and the coded reason for late performance.
FORECAST DEL DT	The date the Program and Technical Support Specialist determined that performance is most likely to occur.
MIL-NO/NSN	MILSTRIP NUMBER or NATIONAL STOCK NUMBER. If the transaction type is PJB, this field will hold the MILSTRIP NUMBER. If it is PJA it will hold the NATIONAL STOCK NUMBER or blank.
PCH UNIT	The unit of measure used when purchasing the item.
RDF TRNS DATE	The date the RDF transaction was forwarded.

REPORT ELEMENT	ELEMENT DESCRIPTION
CAO REC	The coded Contract Administration Office Recommendation in respect to the contractor's late performance; the CAO Recommendation codes are listed as an appendix to part 1, chapter 5, of this manual.
ACTG ACO	The acting Administrative Contracting Officer.
IS CMA	The Industrial Specialist/Contract Management Assistant's code.
ACO	The Administrative Contracting Officer.
TYPE DOC	A code depicting the method used to report the actual/impending delay in performance. An L, M, 2, or 5.

TRANS STA	Provides special information on the transaction. An A, C, D, or blank.
	
	  A = In response to a request
	  C = Corrected RDF
	  D = Interim reply

PROD IND	The Production Indicator - If a P is shown, it indicates Program and Technical Support has entered a recommendation.

CHAPTER 7 INPUT PROCEDURES

TABLE OF CONTENTS

CHAPTER 7 INPUT PROCEDURES

2.7.1 CHAPTER OVERVIEW

   Contract Administration personnel will follow the guidelines
established in this chapter to correct/maintain/change contract data,
maintain remarks data, input Progress Payment Master Record and close
contracts.

2.7.2 CONTRACT ADMINISTRATION INPUT PROCEDURES

2.7.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU

   a. GENERAL - This menu screen allows the user to select one of
several Contract Maintenance functions to be performed. In order to
access this menu, the user will have already signed on as described in
part 1, chapter 2 of this manual. A general explanation of the purpose
of this menu screen exists within Function zero, Computer Based User
Documentation (CBUD).

   b. Sample Screen:

```
**************************************************************************
CT0001          CONTRACT MAINTENANCE MASTER MENU


  COMPUTER BASED USER DOC.(CBUD)..0  * SUPERVISORY FUNCTIONS......6
* NEW CONTRACT SETUP..............1  * NO ACTION MODIFICATIONS....7
* CONTRACT MODIFICATIONS..........2    MOCAS INVENTORY UPDATE.....8
* CONTRACT CORRECTIONS............3    OPTICAL DISK.............. 9
* SUMMARY EDITS...................4    ADRS MASTER UPDATE........10
  SYSTEM INQUIRES.................5
                         TERMINATE............PA2



            * THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS


                    FUNCTION:                  PIIN:
                                              SPIIN:
                                         CAO-ORG-CD:
                                             RGS-CD:
**************************************************************************
                    FIGURE 2.7.2-1
```

c. INPUT INSTRUCTIONS - The RGS-CD is carried forward from the ENTIRE
Sign-On screen. Entries required are as follows:

FUNCTION   FUNCTION (1N) - A selection must be entered in this
                    field. Must be numeric (0-8). By entering a 3 the
                    user will proceed to Screen CT3000.

PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) -
                    An entry is required for Function 3. This Procurement
                    Instrument Identification Number must already exist
                    within the system.

SPIIN   SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION
                    NUMBER (6A/N) - For Function 3, enter the call/order
                    number of the document being changed or corrected; or
                    if there is no SPIIN, simply tab past this field.

CAO-ORG-CD   CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE
                    (2A/N) - When selecting Function 3, enter the two
                    position code of the office administering the
                    document. The Procurement Instrument Identification
                    Number, Supplemental Procurement Instrument
                    Identification Number and Contract Administration
                    Office/Organization Code combination must already
                    exist within the system.

2.7.2.2 CT3000 - CORRECTION/MODIFICATION MASTER MENU

   a. GENERAL - This menu screen allows the user to select which type of
record is to be corrected/modified. A general explanation of the
purpose of this menu screen exists within Function 0, Computer Based
User Documentation.

   b. Sample Screen:

```
**************************************************************************
CT3000             CORRECTION/MODIFICATION MASTER MENU


COMPUTER BASED USER DOC.........0   ACCTG DATA RECD MASTER MENU.......5
CONTRACT DATA RECORD............1   LINE ITEM MASTER MENU.............6
PROVISIONS DATA RECORD..........2   SUPPLY SCHEDULE MASTER MENU.......7
PAYEE NAME & ADDRESS DATA RECD..3   MODIFICATION HEADER RECORD........8
REMARKS DATA RECORD.............4   TERMINATE.......................PA2



                    FUNCTIONS:              PIIN:
                                            SPIIN:          ORG:


**************************************************************************
                         FIGURE 2.7.2-2
```

   c. INPUT INSTRUCTIONS - PIIN, SPIIN, ORG and RGS-CD are duplicated
from the previous screen, CT0001 (Contract Maintenance Master Menu) and
may not be changed. Entries required are as follows:

FUNCTION   FUNCTION (1AN) - A selection must be entered in this
                 field. Must be numeric (0-7). For correction/
                 maintenance inputs, Contract Administration personnel
                 will select only Functions 1 or 4. Function 1 will
                 go to Screen CT3110 and Function 4 will go to Screen
                 CT3140.

2.7.2.3 CT3110 - MAINTAIN CONTRACT DATA RECORD

   a. GENERAL - This function allows the user to make changes to the
Contract Data Record existing within the system. The system will
display this record as it currently exists in the Data Entry Data Base
to allow the user to view the data prior to making any allowable
changes. A general explanation of this function is available by
entering CT3110 in the CBUD field. CBUD information is also available
for all input fields on the screen with the exception of the CBUD field
itself. Contract Administration personnel are only allowed to change
the following fields when certain conditions exist:

ACO-CD   When Contracts are transferred or misassigned.

CAR-SEC-NO   When Support Contracts (S or T in CONASGM-CD) are
                closed, move from CAR-SEC-NO 1 to 5. Contracts without
                LISSRs (see part 2, chapter 1 of this manual) are to be
                moved from section 1 to 2, by DFAS. This will ensure
                the generation of the required MILSCAP completion
                notices (see part 4 of this manual).

                NOTE: For movements of contracts to section 2 of the
                CAR, R2 Remark information must also be included as a
                separate input. For movements of contracts to section
                3, R3 Remark information must also be entered. See
                section 5 immediately below. This Screen CT3110 will
                not be used for any other type of section change.

DVY-DT-IND   When in error enter/delete the estimated final
                delivery date indicator as necessary.

FNL-DVY-DT   When in error only for contracts that do not contain
                line item records, i.e., BOAs where the FNL-DVY-DT is
                not equal to the FNL-DVY-DT of the last open Delivery
                Order, and Support Contracts when the DVY-DT needs
                adjustment and a modification is not required. For all
                other contracts that have line item records and the
                FNL-DVY-DT is in error, the Production element will
                initiate action to correct the line item schedule which
                in turn will update the FNL-DVY-DT.

SCTY-CLS-CD   When in error enter the appropriate security
                classification code.

DMS-RTG   When in error enter the appropriate DMS rating.

CRIT-DES-CD   When in error enter the appropriate Criticality
                Designation Code.

CMDTY-CD   When in error enter the appropriate Commodity Code.

```
UNLTRL-IND      When in error enter/delete the unilateral  indicator
                code as necessary.

KIND-CON-CD     When in error enter the appropriate kind of
                contract code.

TY-CONTR-CD     When in error enter the appropriate type of
                contract code.

FUNC-LMTN       When in error enter the appropriate functional
                limitation code as necessary.
```

   b. Sample Screen:

```
**************************************************************************
CT3110                    MAINTAIN CONTRACT DATA RECORD

CBUD:
PIIN:            SPIIN:            CAO-ORG-CD:      RGS-CD:

         CAGE:                              CONTRR-FACL:
   REMIT-ADRS:                                 ADMIN-BY:
      ISSD-BY:                                 PAYG-OFC:
  SCTY-CLS-CD:                                  DMS-RTG:
  CRIT-DES-CD:                                 CMDTY-CD:
   UNLTRL-IND:                               FMS-RQ-IND:
  PROD-SUV-CD:                              KIND-CON-CD:
   TY-CONTR-CD:                               FUNC-LMTN:
         NOUN:
        EFF-DT:                             DT-OF-SIGNR:
  SPC-CON-PVN:                              TOTAMT-CONT:
        ACO-CD:                             INDUS-SP-CD:
   PROP-AD-CD:                                  DEPT-CD:
  BUY-ACTY-CD:                               CAR-PARTNO:
   CAR-SEC-NO:                               T-CONTRR-CD:
   DVY-DT-IND:                               FNL-DVY-DT:
  CON-ASGM-CD:                          CUR-TOTAMT-CONT:


**************************************************************************
                        FIGURE 2.7.2-3
```

   c. INPUT INSTRUCTION - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are
duplicated from the previous screen and may not be changed. Only the
fields described   above may be changed.

2.7.2.4 CT3140 - MAINTAIN REMARKS DATA RECORD

   a. GENERAL - This function allows the user to make changes to the
Remarks Data Record existing within the system. The system will display
this record as it currently exists in the Data Entry Data Base to allow
the user to view the data prior to making allowable changes. A general
explanation of this function is available by entering CT3140 in the CBUD
field. CBUD information is also available for all input fields on the
screen with the exception of the CBUD field itself. Contract
Administration personnel are not allowed to change data in the R4, R7,
or R8 remarks records.

   b. Sample Screen:

```
*************************************************************************
CT3140                  MAINTAIN REMARKS DATA RECORD
CBUD:
PIIN:                   SPIIN:              CAO-ORG-CD:          RGS-CD:
*ACO-NTBK-IND:
*R1*    P-CONTR-PIN:                    P-CONTR-SPN:
          UT-NAME:                        UT-ADRS:

*R2* FAD:             EST-CLSG-DT:       R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                       R3-RSN-CDS:
      RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:          DSFM-RMK:
*R5*                        R5-RMK:
*R6*                        R6-RMK:
*R7*                        R7-RMK:

*R8* R8-RMK TD:        DT-FWD:      DT-DEL:                   RN-CD:
                        F-DT:        K-DT:                     RMK:
     (FREE)          PROD-RMK:
*R9*           ACO-CDD-RMK:
*************************************************************************
```
                          FIGURE 2.7.2-4

   c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are
duplicated from the previous screen and may not be changed. Except for
R4, R7, or R8 all other fields may be changed in accordance with the
input instructions listed below:

ACO-NTBK-IND   ADMINISTRATIVE CONTRACTING OFFICE SPECIAL NOTEBOOK
                  REMARKS (1A) - Enter a Y in this data element when
                  there is special (In-The-Clear) contract administration
                  information to be entered into the Notebook data base
                  via Screen CT3145.

P-CONTR-PIN   PRIME CONTRACT PIIN (13A/N) - For Subcontracts, enter
                  the prime contract number in the R1 Record. Buying
                  activity must contain data; fiscal year must be 68-00;
                  type of instrument must be alpha but not I, K, O, X, Y,
                  Z, or space; and serial number must be alphanumeric
                  excluding alpha I and O.

P-CONTR-SPN   PRIME CONTRACTOR SPIIN (6A/N) - Enter the four position
                 SPIIN if applicable. When P-CONTR-PIN type of
                 instrument is A, D, G, or H this field must contain
                 data; otherwise, leave blank.

UT-NAME   UPPER TIER CONTRACTOR NAME (12A/N) - Enter the upper
                 tier contractor name.

UT-ADRS   UPPER TIER CONTRACTOR ADDRESS (13A/N) - Enter the
                 upper tier contractor address.

FAD   FINAL ACCEPTANCE DATE (6A/N) - The FAD is generated by
                 the system based on movement of the contract to section
                 2 or final acceptance of all items to be delivered.

EST-CLSG-DT   ESTIMATED CLOSING DATE (6A/N) - Enter the six position
                 calendar date (YYMMDD) that estimates when the contract
                 will close after the overage date.

R2-RSN-CD   RECORD 2 REASON CODE (18A/N) - Enter the code(s)
                 reflecting the predominant reason the contract will not
                 be closed prior to overage date. Up to nine codes may
                 be entered. Suffix all codes with a blank. A list of
                 codes and explanations is located in part 1, chapter 5,
                 appendix 22 of this manual.

1ST-SHOW-R3   DATE FIRST SHOWN (6A/N) - The six position calendar
                 date (YYMMDD) the contract is moved to CAR section 3 is
                 system generated. No entry required.

R3-RSN-CDS   RECORD 3 REASON CODE (8A/N) - Enter applicable code
                 indicating the cause of dormancy. A list of codes and
                 explanations are included below. Must be BOA, TERM-C,
                 PL, BKRPT, CIL, CLL, LLD, VE, SORP, GUA or DEBT. Entry
                 must be left justified and suffixed with blanks.

                 CODE   EXPLANATION

                 BOA   Board of contract appeals (ASBCA) case.
                 TERM-C   Termination for convenience.
                 PL   Public Law-Claim Pending (e.g., PL 85-804).
                 BKRPT   Bankruptcy.
                 CIL   Contractor in litigation.
                 CLL   Under Investigation.
                 LLD   Labor law determination.
                 VE   Contingent value engineering payment.
                 GUA   Extended testing prior to acceptance/
                            payment.
                 DEBT   Deferred Debt.

RSN-FOR-DRMT   REASON FOR DORMANCY (27A/N) - In-the-clear remarks
                 relative to dormancy reason code (up to 27 positions).
                 Must be alphanumeric or blank, left-justified and
                 suffixed with blanks.

R5-RMKS   ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS
                    (43A/N) - Enter in-the-clear uncoded contract
                    administration data remark (up to 43 positions). Since
                    the R5 and R6 are often shared fields between DFAS and
                    Contract Administration it is important not to wipe out
                    existing remarks that DFAS may have entered. For
                    example the ACO wants to add the statement ACO RFV
                    84365 on the R5 line and the existing R5 shows FCM IOM
                    84123. In order to maintain the FCM Remark position
                    the cursor to one space beyond 84123 - and start
                    entering the ACO Remark. If the existing R5 or R6
                    Remarks are ACO Remarks that are no longer valid, start
                    entering at the beginning and the change will overlay
                    what was there. For audit trail purposes, when R9 -
                    Remark 46 applies, enter the name of the CAO to which
                    the support delegation is made and the specific
                    functions, v.g., function 2, 4, and 6, DEL'D FM DCMAO,
                    Seattle, function l, 2, and 6 DEL'D FM Houston, TX.

R6-RMKS   ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS
                    (43A/N) - Same as above. Also note R2 data stored in
                     R6 when CT moves to section 3.

ACO-CDD-RMK   STANDARD ACO CODED REMARKS (42A/N) - Enter the listed
(R9)   code(s) when specified clauses and conditions are
                    contained in the contract. A list of the codes and
                    explanations are located in part 1, chapter 5, appendix
                    4 of this manual.

2.7.2.4.1 CT3145 - ACO NOTEBOOK REMARKS

   a. GENERAL - This screen is designed to allow the user to enter
detailed special In-The-Clear administrative remarks.

   b. Sample Screen:

```
**************************************************************************
CT3145                        ACO NOTEBOOK REMARKS
CBUD:



PIIN:                    SPIIN:          CAO-ORG-CD:         RGS-CD:


ACO-NTBK-RMKS:
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################




### ##################################################################

**************************************************************************
```
                          FIGURE 2.7.2-4a

   c. INPUT INSTRUCTIONS - SYSTEM GENERATE PIIN, SPIIN, CAO-ORG-CD, AND
RGS-CD from previous screen.

ERROR MESSAGE   MUST FILL 1ST POSITION OF FIELD OR PA2 - If PA2 is used,
(NT9)   the system will automatically change the previous screen
                   Y indicator to N, and forward user to the next screen
                   normally displayed.

ACO-NTBK-RMKS   ACO NOTEBOOK REMARKS field (468 A/N) - An area designed
                   for detailed special In-The-Clear ACO remarks.

2.7.2.5 CT4590 - DELAYED SUMMARY EDIT

   a.   GENERAL - This summary edit error screen informs the user of a
Delayed Summary Edit. The process date on the Host Data Base is greater
than the date the Data Entry Data Base transaction being summary edited
was created. Information provided on the screen should be used to
determine whether or not the supervisor should continue the summary
edit, return to the Correction/Modification Master Menu, CT3000, or
delete the Data Entry Data Base (DEDB) transaction. Contract Management
personnel will depress PF4, delete their transaction, receive the
message, then reinput the transaction, if still appropriate.

   b.   Sample Screen:

```
**************************************************************************
CT4590              DELAYED SUMMARY EDIT
CBUD:
PIIN:                    SPIIN:        CAO-ORG-CD:        RGS-CD:

DEDB-CAR-SEC-NO:         HOST-CAR-SEC-NO:
 DEDB-TRNS-ESTB:         HOST-TRNS-PRCSD:
    DEDB-R2-RMK:
    HOST-R2-RMK:
    DEDB-R8-RMK:
    HOST-R8-RMK:


ACRN      NET-INC-DEC     ACT      CLRV-DBLAMT      CLRV-ULD


PRESS PA2 FOR CORR MENU, CT3000; PA2 FOR MASTER MENU, CT0001; PF4 TO
DELETE
                DEDB TRANSACTION
**************************************************************************
```
                          FIGURE 2.7.2-5

   c.   INPUT INSTRUCTIONS - All data are generated from the two data
bases involved. To continue summary edits, supervisors must enter their
own RGS-CD and Password in the fields provided and then depress PF3.
This should only be done if the data on the Data Entry Data Base will
not incorrectly overlay data which may have been added to the Host Data
Base via a batch process. A delete option has been provided. Depressing
PF4 will have the system delete the Data Entry Data Base transaction.
To return to the Correction/ Modification Master Menu, CT3000, depress
PA2. Depressing PF12 or ENTER/REL returns the user to the Contract
Maintenance Master Menu, CT0001. Depressing any key other than PF3, PF4,
PF12, PA2, or ENTER/REL will cause an error message to appear on the
user's screen.

2.7.2.6 ACCEPTABLE ERROR LIST

   a. GENERAL - This is an informative screen only. Whenever the sum of
the obligations on the accounting records and/or the sum of the total
item amounts on the line items exceeds the total amount of the contract
entered on the Contract Data Record, CT1100, this screen appears. An
appropriate message appears along with the amounts out of balance.

   b. SCREEN FORMAT - Figure 2-7-104 is a sample screen format.

```
**********************************************************************
CT4570                  ACCEPTABLE ERROR LIST
PIIN: DAAA09 79 G2015    SPIIN: 0003      CAO-ORG-CD: JJ      RGS-CD: AQ

    TOT-ITM-AMT           TOTAMT-CONT        OBLAMT-CONT         OBLAMT-OTH

   1255137.93           1104556.68


                    MESSAGE
          MESSAGE NOT ON DATA BASE-CONTACT SUPERVISOR


THE ABOVE BALANCING ERRORS HAVE BEEN DETECTED DURING SUMMARY EDIT.
THESE ARE ACCEPTABLE ERRORS.  PLEASE NOTE THE CONTRACT NUMBER
(PIIN/SPIIN/CAO-ORG-CD) AND CHECK THE CONTRACT ABSTRACT TOMORROW.
IF THE AMOUNTS ENTERED ARE CORRECT, NO ACTION IS REQUIRED.  OTHERWISE, A
CORRECTION TRANSACTION WILL BE REQUIRED.

              DEPRESS THE ENTER KEY TO RESUME SUMMARY EDIT
**********************************************************************
```
                    FIGURE 2.7.2-6

   c. INPUT INSTRUCTIONS - All data displayed is carried forward from a
previous screen. No input is required. However, it is important to
determine that the amounts entered are those in the contract, check the
abstract carefully when it arrives the next workday. Depress ENTER to
complete the summary edit process.

2.7.2.7 NPA RECORD - ESTABLISHES PROGRESS PAYMENT MASTER FILE (FOUR-
        PHASE INSTRUCTIONS)

   a. GENERAL - This transaction will be input by the ACO upon
preparation of a DLA Form 1634 identifying the terms and conditions to
be included on the Progress Payment Master File. It is imperative that
the data contained on the DLA Form 1634 be accurately input into the
system. Additions, changes and deletions to the Progress Payment Master
File must be handled expeditiously to avoid adverse effect in the
automatic payment process. Follow this procedure when using Four-Phase
equipment, refer to paragraph 2.7.2.19 for online procedure.

JOB: UYFMDEOO

PROGRAM LEVEL: 6   FORMAT NO.: 079

LINKAGE: FROM: 6   TO: 6

NOTE: Prior to reaching the NPA Record, the NPB Record will
automatically display on the screen. The user should depress ESC and
PF6 sequentially in order to reach the NPA Record.

   b. Sample Screen:

****
    FIC: PIIN: SPIIN:

    RGS: ACTION CODE:

SR CODE: REVIEW DATE:

    FIRST ARTICLE DOLLAR LIMIT:

            FIRST ART ACCEPT: PERCENT PROFIT:

    ALT LIQ RATE (U.S. RQMTS):

    ALT LIQ RATE (FMS RQMTS):   RED CODE (U.S.):

        STOP PAY CODE (U.S.):   CONTRACTOR CD:

ED CODE (FMS):   STOP PAY (FMS):   ORG-CD:
****
                    FIGURE 2.7.2-7

c. INPUT INSTRUCTIONS

CODE   TITLE INSTRUCTION

FIC   Format Identifier Code. System entry NP. Must enter
                        A.

PIIN   Activity. Must enter/fill.
                        Fiscal Year. Must enter/fill.
                        Type/Serial/Terminal Digit. Must enter/fill.

SPIIN   Supplemental PIIN. Enter SPIIN, when applicable, and
                        depress FIELD REL (LEFT ZERO). If no SPIIN, depress
                        AUX DUP.

RGS   Reader Group Specialist. System generated from batch
                        number.

ACTION CODE   Action Code. If a NEW contract, leave blank by
                        depressing FIELD REL (LEFT ZERO). A blank indicates
                        initial input and establishes a new contract in the
                        Progress Payment Master File. If an existing
                        contract requires CHANGES, enter C. A C
                        indicates a correction transaction which will
                        update the Progress Payment Master File. If
                        an existing contract requires DELETION from
                        the Master File, enter D. A D will be used
                        to delete an existing Progress Payment Master.
                        (If a D is entered, the remaining fields on this
                        record will be automatically filled with blanks.)
                        Must be blank, C or D.

SR CODE   Status Review Code.

INITIAL   Enter the appropriate SR Code 1, 2, or 3 as
TRANSACTIONS: determined from DLA Form 325, Progress Payment
                        Administration Record. This field cannot be left
                        blank; must be 1, 2, or 3. An SR Code I will trigger
                        a progress payment review alert UYFM03 in one year,
                        an SR Code 2 in six months and an SR Code 3 in three
                        months of the date entered. The initial UYFMO3 alert
                        will contain a message: Review Alert, Progress
                        Payment Review Required. Generally, SR Codes can be
                        changed at any time provided the changes reduces the
                        review cycle (i.e., an SR Code 1 can be changed to an
                        SR Code 2 or 3 and an SR Code 2 can be changed to an
                        SR Code 3). However, the same SR Code cannot be re-
                        input (i.e., an SR Code 1 cannot be changed to on SR
                        Code 1). SR Codes changes that increase the review
                        cycle can only be made when inputting a review
                        complete date. SR Codes cannot be changed between
                        issuance of a UYFM03 and input of the review complete
                        date. Finally, subsequent changes to the SR Codes
                        (e.g., changing an SR Code 1 to an SR Code 2)
                        recomputes the next review date based on the date the
                        SR Code change was input. For example, of an SR

CODE	TITLE INSTRUCTION

Code 1 is changed to an SR Code 2 on 1 June 1990, the next review date would be 1 December 1990. If the SR Code 1 had not been changed and the previous review date was 1 May 1990, the system would automatically compute the next review date as 1 May 1991.

CHANGE TRANSACTIONS: Changes which reduce the review cycle (a 1 to a 2 or 3, or a 2 to a 3) may be made at any time. Once the Review Date has arrived, a Review Complete Date must also be input to make this change. Such a change will update the Review Date by either 90 or 180 days (based upon the SR Code) from the transaction date. Changes which increase the review cycle (a 3 to a 2 or 1, or a 2 to a 1) can only be made after the Review Date has arrived, and must be accompanied by a Review Complete Date.

REVIEW DATE This is the review alert date. Completion of this field is optional and does not replace the need to complete the SR Code field. Generally, review dates should only be used in special circumstances. For example, at locations where progress payment system reviews are performed, the ACO may want to use the review date field so that all UYFMO3 review alerts are issued on the same day. If completed, a progress payment review alert UYFMO3 will be issued on that date. An SR Code 1 will trigger a progress payment review alert UYFMO3 one year from that date, an SR Code 2 in six months and an SR Code 3 in three months from the review date. There are, however, some limitations on using review dates. A review date cannot be input at the same time a review complete date is input. Further, a review date can only reflect a date within the SR Code timeframe (i.e., if an SR Code 2 is used with a review date, the date cannot extend beyond six months). If no review date is input, which should generally be the case, the system automatically updates the review date based on SF Code. If the review date field is used, enter specific review date of YYMMMDD, e.g., 9O AUG 12, for the next scheduled review date of the SF 1443.

INITIAL TRANSACTIONS: If left blank the Review Date will be set based upon the SR Code and the transaction date as follows: SR Code 1 = 1 year, SR Code 2 = 180 days, and SR Code 3 = 90 days. If a date is input, insure that it is less than the date the automated system would have generated or it will cause the transaction to reject. Also, if a Review Date is input that is earlier than the transaction date, the transaction will reject.

CODE	TITLE INSTRUCTION

CHANGE
TRANSACTIONS: Normally there will be no need to input a review
                   date on a change transaction. The Review Date will
                   update automatically when the Review Complete Date is
                   input. The new date will be established based upon
                   the SR Code time cycle and the previous Review Date.
                   If for some reason the ACO needs to change the Review
                   Date, the ACO may do so at any time; then it cannot
                   be changed until a Review Complete Date has been
                   input. You cannot input both a Review Complete
                   Date and Review Date on the same transaction.

REVIEW COMPLETE   This is a new field. Enter the date the periodic
DATE   review was completed (or the date review results are
                   known) from the remarks section of DLA Form 1634.
                   Enter review completion date in YYMMMDD format, e.g.,
                   9O Aug 12. Important: if a review is not completed
                   within 60 days of the scheduled review date or SR
                   Code generated date, all further requests for
                   automatic payment will be rejected. If the
                   contractor submits a SF 1443 during the period a
                   review is overdue, the system will generate an
                   UYFMO1, Contract Administration Progress Payment
                   Report with the error message Periodic Review Not
                   Performed Within 60 Days. During the 60-day period,
                   the system will generate an UYFMO3, Contract
                   Administration Progress Payment Review Report alerts
                   on the initial review date or SR code date and every
                   15 days thereafter until the end of the 60-day
                   period. UYFMO3 alerts issued on the 15th and 30th
                   day will contain messages 15 days and 30 days past
                   review date, respectively. After 60 days, the
                   system will generate an UYFMO3 alert every day until
                   the review is completed and a review complete date is
                   input into the system. These UYFMO3s will contain an
                   error message, Automatic Progress Payments Stopped.
                   Consequently, after 60 days the system will only
                   resume paying progress payments automatically after
                   the ACO performs two actions using existing change
                   code procedures. First, a letter D must be input
                   into both the Reduction Code U.S. and Reduction Code
                   FMS fields to delete the R codes. Second, a review
                   complete date must be input into the Review Complete
                   Date field. Both actions can be performed as a
                   single change to the master file. After the ACO
                   inputs a review complete date, a final UYFMO3 will be
                   automatically generated with a message, Review
                   Recorded as Complete, Date Is Updated. In addition,
                   an UYFMO2, Validation of NPA Input report will be
                   generated which indicates whether or not the review
                   complete date was accepted. Note: if the ACO
                   desires to keep the contract in R code status, then
                   just enter a review complete date.

If reviews are not completed within 60 days and the
ACO has no indication that significant contract
deficiencies exist, then the ACO should sign all four
copies of the automatically rejected progress payment
request and forward them along with the UYFMO1 report
to DFAS for payment. In no case shall the ACO remove
the R code before the progress payment review is
complete or results known.

The automated system will not accept input of a
review complete date outside the normal periodic
review cycle, (i.e., before an UYFMO3 is issued).
Therefore, if a review is completed before issuance
of an UYFMO3, the ACO should not input the review
complete date until the UYFMO3 is generated. After
the UYFMO3 is generated, the ACO should input a
review complete date which is after the UYFMO3 alert
date but not after the current date (today's date).
Depending on the length of time between completion of
the out-of-cycle review and UYFMO3 issuance, the ACO
should make a determination as to whether another
review is warranted. If the ACO determines that
another review is not required, then reason for such
a decision should be documented in the remarks
section of DLA Form 1634. In addition, the ACO's
supervisor must authorize such action by signing the
remarks section of the DLA Form 1634 along with the
ACO. Finally, the progress Payment Master File is
automatically purged when the contract is closed
(section 5). Consequently, and UYFMO3 review alert
will be generated when the contract is completed
(section 2) but not yet closed. In cases where the
contract is in section 2 and a review alert is
received, the ACO should change the SR Code to a 1
and input an artificial review complete date. (This
action should be documented on the DLA Form 1634.)
The Progress Payment Master will be automatically
purged before the next review date is reached.

INITIAL   No input. This field will not appear on the
TRANSACTIONS: entry screen for Four-Phase batch transactions when
                    the Action Code is blank. It will, however, appear
                    when using the online batch input screen.

CHANGE   The Review Complete Date cannot be a future date,
TRANSACTIONS: nor a date earlier than the scheduled or programmed
                    Review Date or the transaction will be rejected.
                    Normally the date entered will be the date the review
                    was completed, but if the review happened to be
                    completed before the review date, (i.e., before the
                    UYFM03 alert was generated) you will not be able to
                    use that date.

CODE	TITLE INSTRUCTION

You must wait until you receive the initial UYFM03 alert before you input a Review Complete Date. If you determine that the previous review is sufficiently current when you receive the UYFM03 alert, you will have to enter the current date instead of the date the review was completed in order to avoid a transaction rejection. If the Review Complete Date is not entered within 60 days of the Review Date, the system will establish Rs in the two Reduction Code fields on the 61st day. This will prevent automated payments. Input of the Review Complete Date after this event will not delete the Reduction Codes; you must also delete the Reduction Codes to restore automated payments in this case.

FIRST ARTICLE   If the contract contains first article DOLLAR LIMIT requirements, DOLLAR LIMIT enter the first article dollar limit and then depress FIELD REL (LEFT ZERO). If no first article requirement exists, depress FIELD REL (LEFT ZERO). A D entered in the first position denotes a delete transaction. Must be blanks or a D followed by blanks. Important: a dollar limitation must be entered in this field when Contract Provision Code F (First Article/Pre-Production sample report) is present. If the special provisions area of the PINS File contains an F and the First Article Dollar Limit field is blank or contains alphas and/or zeros, the NPA record will be rejected and a UYFM02 Report will be forwarded to the ACO with an error message: First Article Dollar Limitation Mandatory. If an instance exists where an F is located in the provision field and the first article does not apply to the contract, the ACO should send a memo to DFAS requesting the F be removed. In the meantime, the ACO should establish a Progress Payment Master File with all nines in the First Article Dollar Limit field and an E in the FIRST ART ACCEPT field. This procedure will expedite the progress payment process. When the Special Contract Provision Code has been deleted by DFAS, the Progress Payment Master File should be corrected by entering D in both the First Article Dollar Limit and First Art Accept fields.

FIRST ART ACCEPT   First Article Acceptance. If first article has been accepted, enter E. For this to be a valid entry, the first article dollar limit must have been established and entered into the Master File. To delete first article acceptance, enter D. If no first article, depress FIELD REL (LEFT ZERO), which creates a blank. Must be blank, E, or D.

CODE	TITLE INSTRUCTION

PERCENT PROFIT   Percent of Profit. Enter a profit percentage figure,
                  e.g., 15.2 is entered as 15 2, if contract contains
                  an alternate liquidation rate. Enter a D in the
                  first position of this field to delete the percent of
                  profit. If not applicable, depress FIELD REL (LEFT
                  ZERO) twice. For initial input, this field should be
                  blank. Must be blank, numeric, or a D followed by
                  blanks.

* ALT LIQ RATE   Alternate Liquidation Rate for U.S. Requirements.
                  (U.S. RQMTS) Enter the alternate liquidation rate,
                  80.2 is entered as 80 2, for U.S. requirements. If
                  not applicable, depress FIELD REL (LEFT ZERO) twice.
                  Enter a D in the first position of this field to
                  delete the alternate liquidation rate. Must be
                  blank, numeric or a D followed by blanks. This field
                  is usually blank.

ALT LIQ RATE   Alternate Liquidation Rate for FMS Requirements.
                  Enter the (FMS RQMTS) alternate liquidation rate that
                  applies to the Foreign Military Sales requirements
                  portion of the contract, e.g., 80.2 is entered as 80
                  2. If not applicable, depress FIELD REL (LEFT ZERO)
                  twice. Enter a D in the first position of the field
                  to delete the alternate liquidation rate. Must be
                  blank, numeric or a D followed by blanks. This field
                  is usually blank.

RED CD (U.S.)   Reduction Code U.S. Requirements. If a reduction
                  code applies to U.S. requirements, enter R. To
                  delete this code, enter D. If not applicable,
                  depress FIELD REL (LEFT ZERO). Must be blank, R,
                  or D. For most initial inputs this field should be
                  blank. On occasion an ACO may wish to reduce
                  progress payments beginning with the very first one,
                  so an R is an acceptable entry or initial input.

STOP PAY CD   Stop Payment Code U.S. Requirements. Enter Stop
                  Payment (U.S.) Code S if the ACO indicates this
                  contract should contain a stop payment code for U.S.
                  requirements. A D will be used to delete the code.
                  If not applicable depress FIELD REL (LEFT ZERO).
                  Must be blank, S, or D. For all initial inputs this
                  field would be blank. If an ACO wanted to stop the
                  first progress payment the best way is not to
                  establish the Master Record.

CONTRACTOR CD   Contractor Code. Enter six zeros or locally assigned
                  numbers for initial input (action code blank). For
                  changes leave this field blank by depressing FIELD
                  REL (LEFT ZERO). Must be blank or alphanumeric.

CODE	TITLE INSTRUCTION

RED CD (FMS)   Reduction Code FMS Requirements. Enter an R if the ACO indicates this contract should contain the Reduction Code, for FMS requirements. A D will be used to delete the code. If not applicable, depress FIELD REL (LEFT ZERO). Must be blank, R, or D. See also RED CD (U.S.) above.

STOP PAY (FMS)   Stop Payment Code FMS Requirements. Enter an S if the ACO indicates this contract should contain the Stop Payment Code for FMS requirements. A D will be used to delete this code. If not applicable, depress FIELD REL (LEFT ZERO). Must be blank, R, or D. See also STOP PAY (U.S.) above.

ORG-CD   CAO Organization Code. Enter the organization code of the office preparing this input. This field must contain data for all input. Must fill.

                    NOTE: Entry of the last field (ORG-CD) will release the record. Program level 6, NP (A, X, Y, Z) will automatically appear. If another input is desired, begin with the instructions for NP through ORG CD. After the last entry, close the batch by depressing MODE X C. To signoff the terminal, depress MODE X S.

   d. Any entry that fails to pass validation will appear on Report UYFM02, validation of NPA Record Input. The UYFM02 will be returned to the ACO for research and reinput by the ACO. The following is a list of messages that may appear on Report UYFM02 Validation of NPA Record Input.

MESSAGE	REASON

CONTRACT NOT ON CCAD   No record of this PIIN/SPIIN on CCAD (MOCAS Host Data Base).

DUP INPUT CONTRACT ON   This PIIN/SPIIN is already on the Progress
P/P MASTER   Payment master file.

ACTION CODE OTHER THAN   The action code entered is other than
BLANK, C OR D   a blank, C or D.

REVIEW DATE INVALID   The date entered is not a valid date.

REVIEW DATE   The date entered is less than or equal to
UNACCEPTABLE   the current date.

FIRST ARTICLE DOLLAR   If the action code is blank and the
LIMITATION MANDATORY   contract contains the First Article Approval Clause this field must contain data.

MESSAGE	REASON
F/A ACCEPT CODE OTHER THAN D OR E	The First Article Acceptance Code is other than D or E.
ENTRY OF PROFIT % MANDATORY	A profit percentage must be entered if alternate liquidation rates are entered.
REDUCTION CODE OTHER THAN R OR D	The reduction code entered is other than R or D.
STOP PAYMENT CODE OTHER THAN S OR D S	The stop payment code entered is other than or D.
CONTRACTOR CODE REQUIRED INITIAL INPUT ON	If the action code is blank the contractor code must be entered.
U.S. ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
FMS ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
ACTION OTHER THAN SPACE UNMATCHED TO MASTER	The action code is other than blank and no master iscreated.
YOU MUST ENTER A SR CODE, EITHER 1, 2, OR 3	An SR Code must be input when establishing the master file.
CANT CHANGE REVIEW DATE AND REVIEW COMPLETE	A review complete date and review date cannot be input in the same transaction.
CANT CHANGE REVIEW DATE THAT IS BEFORE TODAY	The review date input precedes the current (today's) date.
REVIEW COMPLETE CANNOT BE PAST TODAYS DATE	The review complete date input cannot be past the current (today's) date.
REVIEW COMPLETE CANNOT PRECEDE REVIEW DATE	The review complete date input cannot precede a scheduled review date.
REVIEW DATE EXCEEDS SR CODE TIME LIMIT	The review date input exceeds the SR code time period(e.g. SR code 1 = 360 days).

MESSAGE	REASON
SR CODE CANT BE UPDATED WITHOUT REVIEW COMPLETE	Cannot change an SR Code which increases the review cycle. However, an SR Code change which increases the review cycle can be made when a review complete date is input.
FIRST ARTICLE DOLLAR LIMITATION MANDATORY	Cannot leave blank. The special provisions area of the PINS file contains an F.

2.7.2.8 NPX RECORD - INQUIRY OF PROGRESS PAYMENT MASTER FILE (FOUR
         PHASE INSTRUCTIONS)

     During the process of paying Progress Payments or making changes to
the Progress Payment Master File, it may become necessary to know the
current status of the Master File. This transaction will result in
Report UYFM06 being produced, which contains the detailed data currently
on the Progress Payment Master File. (See part 2, chapter 6, for Report
UYFM06.) Follow this procedure when using Four-Phase equipment, refer
to paragraph 2.7.2.20 for online procedure.

   a. GENERAL

JOB: UYFMDE00

PROGRAM LEVEL: 6   FORMAT: 079

LINKAGE: FROM: 6   TO: 6

   b. Sample Screen:

****
FIC: NP   PIIN: SPIIN:

RGS: REQUESTER:

****
                       FIGURE 2.7.2-8

c. INPUT INSTRUCTIONS:

CODE   TITLE/INSTRUCTION

FIC   Format Identifier Code. System entry NP. Must enter
                        X.

PIIN   Activity. Must enter/fill. Fiscal Year. Must
                        enter/fill.   Type/Serial/Terminal Digit. Must
                        enter/fill.

SPIIN   Supplementary Procurement Instrument Identification
                        Number. Enter as indicated else skip.

RGS   Reading Group Specialist. The system will
                        automatically enter the first two positions of the
                        batch number in this field.

REQUESTER   Requester. Enter the name of the individual
                        requesting the inquiry.

                        NOTE: Entry of the last field will release the
                        record. Program level 6, NP_ (A, X, Y, Z) record
                        will automatically appear.

2.7.2.9 FINAL PAYMENT NLA (FOUR-PHASE INSTRUCTIONS)

   a. GENERAL - Upon completion of all Contractual actions, as explained
in part 2, chapter 2, of this manual the ACO will sign the NLA and
follow these instructions. For input via four-phase equipment, refer to
paragraph 2.7.2.21 for online input instructions.

   b. BATCH HEADER RECORD

JOB NAME: UYCJDEOO

PROGRAM LEVEL: 1   FORMAT NO.: 1

LINKAGE: FROM: TO: 2

   Sample Screen:

****
        NLA BATCH NO: DATE PREP:

        RECORD COUNT:

****
                        FIGURE 2.7.2-9a

DATA ELEMENT TITLE	FIELD DEFINITION	SPECIAL INSTRUCTIONS
BATCH	11G	System generated.
BATCH NO.	5G	Enter as shown.
DATE PREP:		
Day	2L	Must enter 01-31, left zero.
Month	2L	Must enter 01-12, left zero.
Year	2L	Must enter 84-00.
RECORD COUNT	5L	Must enter, left zero.

NOTE: Depress REL key to release record.

c. DETAIL RECORD

JOB NAME: UYCJDEOO

PROGRAM LEVEL: 2   FORMAT NO: 068

LINKAGE: FROM: 2   TO: 2

    Sample Screen:

```
**********************************************************************
FIC:  NLA                PIIN:        SPIIN:

VCHR NO:                      TYP PAYMT CD:        DISBRS SVC CD:

FINL PAYMT DT YR:          MO:          DAY:

STAT CD:




**********************************************************************
```
                        FIGURE 2.7.2-9b

DATA   SPECIAL
ELEMENT TITLE   INSTRUCTIONS

FIC NLA   System Generated.

PIIN

BUYING ACTIVITY   Must enter, must fill.

FY   Must enter, must fill.

TYPE/SER/TO   Must enter, must fill.

SPIIN   Enter if indicated, else skip.

VCHR NO   Always leave blank.

TYP PAYMT CD   Always leave blank.

DISBRS SVC CD   Always leave blank.

FINL PAYMT DT
  YR   Always leave blank.
  MO   Always leave blank.
  DAY   Always leave blank.

STAT CD   Always enter F.

NOTE: Depress REL key to release record.

2.7.2.10 UNKA01 - CONTRACT MANAGEMENT MASTER MENU

  a. GENERAL - In order to gain access to the online Contract
Administration and Production Administration applications, the user must
first sign on the Online System (TIS). On the MANTIS selection screen
select User YCA1, Password NEGOTIAT. (NOTE: The detailed sign-on
procedures are in part 1, chapter 2 of this manual.) The Contract
Management Master Menu will appear so that either the Production
Administration Master Menu or the Contract Administration Master Menu
can be selected.

  b. Sample Screen:

```
**************************************************************************
NKA01                 CONTRACT MANAGEMENT MASTER MENU

        COMPUTER BASED USER DOCUMENTATION.....................A
        CONTRACT ADMINISTRATION MASTER MENU...................B
        PRODUCTION REVISED DELIVERY FORECAST..................C
        PROPERTY ADMINISTRATION MASTER MENU...................D
        ON-LINE INQUIRIES MASTER MENU.........................E
        CONTRACT MANAGEMENT DELAYED INQUIRIES MASTER MENU.....F
        PRODUCTION DELAYED INQUIRIES MASTER MENU..............G
        PENDING DELAYED INQUIRY REQUESTS......................H
        PRODUCTION ABSTRACT SUPPRESSION.......................I
        CAGE MASS CHANGES.....................................J
        PRODUCTION MASTER MENU................................K
        BUYER INQUIRIES MASTER MENU...........................L
    TERMINATE THIS FACILITY..                          ..PA2




**                              FUNCTION:  B


**************************************************************************
                        FIGURE 2.7.2-10
```

  c. INPUT INSTRUCTIONS

FUNCTION   FUNCTION (1A) - Must contain A, B, C, D, E, F, G, H,
                     I, J, K, or L and the user must be authorized for the
                     function selected.

2.7.2.11 UNKA10 - CONTRACT ADMINISTRATION MASTER MENU

   a. GENERAL - This screen is used by the Contract Administration team
to access the Revised Delivery Forecast (RDF) File so the appropriate
code or comment can be added to the transaction or report providing
information about the expected/actual delay in performance on a specific
contract.   Access this screen via UNKAO1, Function B. NOTE: In the
rare instance where a past due RDF requires correction, the ACO in co-
ordination with Program and Technical Support must enter the
recommendation, then Program and Technical Support must correct the same
day.

   b. Sample Screen:

```
**********************************************************************
UNKA10                    CONTRACT ADMINISTRATION
                               MASTER MENU


                  COMPUTER BASED USER DOC........A
                  RDF RECOM ROUTABLE.............B
                  RDF RECOM UNROUTABLE...........C
                  RDF RECOM PAST DUE ROUTABLE....D
                  RDF RECOM PAST DUE UNROUTABLE..E
                  TERMINATE THIS FACILITY........PA2

                       FUNCTION: #
                           PIIN: ###### ## #####
                          SPIIN: ####
                            ACO: ##    ACTG ACO: ##
                         RESUME: #


**                   ENTER FUNCTION AND  PIIN/SPIN OR ACO
**********************************************************************
```
                         FIGURE 2.7.2-11

X = PROTECTED FIELDS (data cannot be entered in these fields)
# = UNPROTECTED FIELDS (data may be entered in these fields)

NOTE: Contracts will not show up on this ACO workload screen until the
first workday after the RDFs were input by Program and Technical
Support.

NOTE: If mechanized system is down in excess of three working days,
manual RDF processing will be initiated.

c. INPUT INSTRUCTIONS - Data can be entered in the fields containing
pound signs and are explained below. To exit this screen, depress PA2.
Entries are as follows:

FUNCTION   FUNCTION (1A) - Enter an A for an explanation of the
                     purpose of this menu. Enter a B to enter the CAO
                     RECOMMENDATION CODE in newly entered RDFs. Enter a C
                     to comment on newly prepared Mechanized DLA Form
                     1654's (375-2) reports. Enter a D to enter the CAO
                     RECOMMENDATION CODE in previously routed RDFs. Enter
                     a E to enter a recommendation on a previously
                     forwarded Mechanized DLA Form 1654 (375-2).

PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N)
                     - Enter the contract number to review a specific
                     record(s) otherwise leave blank.

SPIIN   SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION
                     NUMBER (4A/N) - If an Order Number is applicable
                     enter it in this field.

ACO   ADMINISTRATIVE CONTRACTING OFFICER (2A/N) - To see
                     all records for an ACO, enter ACO code. If a
                     contract number was entered, leave blank.

ACTING ACO   ACTING ADMINISTRATIVE CONTRACTING OFFICER (2A/N) - If
                     you are working on some other ACO's RDFs, enter your
                     ACO code, otherwise leave the field blank. If not
                     x'd, all records for ACO will be shown that have
                     not been released from our system.

RESUME   The resume option will give the ACO the ability to
                     continue processing at the point of previous
                     signoff. After the new signon is completed, enter
                     and the first record that has not been commented
                     on will be generated.

2.7.2.12 UNKR05 - CAO RECOMMENDATION SCREEN

   a. GENERAL - This screen is used to enter the coded Contract
Administration Office (CAO) recommendation when the recipient can
receive data transmission. The ACO signs on the system using the
Contract Administration Menu and selects a function, B or C. The
following screen will be displayed showing the Revised Delivery Forecast
(RDF) transaction so the CAO Recommendation can be entered. When
entered, depress PF3 so the record is updated. If accessed via the ACO
Code, the computer will continue displaying records until all records
for this ACO have been acted upon.

   b. Sample Screen:

```
************************************************************************
UNKR05                     CAO RECOMMENDATION

CBUD: ################
PIIN: XXXXXXXXXXXXX          SPIIN: XXXX          CLIN: XXXX XX
CONTRACTOR NAME:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                      SHIP-TO:                     XXXXXX
DLVY-SCH-DT:                                       XX XXX XX
RDF-DEL-SCH-QTY:    XXXXXXXX
                      DELAY CODE:                  XXX
RECVRY-DT:                                         XX XXX XX
CAO-RECOM:                                         #
MIL-NO-SUFFIX:       XXXXXXXXXXXXXX
                      NSN:                         XXXXXXXXXXXXXX
PRCH-UNIT:                                         XX
TRNS-DT:                                           XXX XX
SELECT ALL:                                        #
DELAY CODE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
************************************************************************
```
                        FIGURE 2.7.2-12

X = PROTECTED FIELDS (data cannot be entered in these fields)
# = UNPROTECTED FIELDS (data may be entered in these fields)

NOTE: If information entered on this screen is incorrect (Other than
CAO-RECOM field), contact Program and Technical Support to make the
necessary correction. When their correction is made, you must make a
recommendation because the system is programmed to erase the
recommendation when Program and Technical Support makes a correction.

c. INPUT INSTRUCTIONS - Fields containing Xs are informational fields
displayed by the computer when RDF data are present. Data can be
entered in the field containing a pound sign and are explained below.
To add the CAO recommendation to the displayed record, enter the
appropriate CAO recommendation and depress the PF3 key. To exit this
screen, depress PA2. Entries are as follows:

CBUD   COMPUTER BASED USER DOCUMENTATION (15A/N) - This is
                  an optional field used when information about a
                  screen prompt is desired. Use the tab keys to move
                  the cursor to the CBUD field and enter the prompt as
                  displayed on the screen, except for the colon, and
                  depress ENTER and the screen will now display
                  information about the prompt. After reading the
                  prompt, depressing ENTER returns the cursor
                  to the previously entered data field.

CAO-RECOM   CONTRACT ADMINISTRATION OFFICE RECOMMENDATION (1A) -
                  Enter the appropriate code. The CAO recommendation
                  codes are listed as an appendix in part 1, chapter 6
                  of this manual. Responsibility for code input rests
                  with the ACO. Any deviation from this procedure must
                  be by mutual agreement of both the Contracts and
                  Program and Technical Support Operations Management
                  Branch Chief.

SELECT ALL   Placing an X in this function gives the ACO the
                  option of simultaneously updating all the records of
                  a specific contract which have a common ACO
                  Recommendation for a Revised Delivery Forecast.

2.7.2.13 UNKR08 - REASON FOR DELAY

   a. GENERAL - This screen is used to display production comments that
the ACO will review before making the CAO recommendation. When this
function is selected, the Program and Technical Support Specialist's
Remarks will display so the ACO can see why the supply/service is not
going to be completed by the date required in the contract. The ACO
signs on the system using the Contract Administration Menu and selects a
function, C or E.

   b. Sample Screen:

```
************************************************************************
UNKR08                         REASON FOR DELAY
CBUD: ###############

CONTRACT-NUMBER: XXXXXX XX XXXXX XXXX
CONTRACTOR: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

REMARKS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXNOTE: END OF THE AVAILABLE REMARKS
AREA
PROD-PERSON:               OFFICE-SYMBOL:            PHONE:
XXXXXXXXXXXXXXXXXXXX       XXXXXXXXXXXXXXX           XXXXXXXXXXXXXXX
************************************************************************
```

                          FIGURE 2.7.2-13

X = PROTECTED FIELDS (data cannot be entered in these fields)
# = UNPROTECTED FIELDS (data may be entered in these fields)

NOTE: If information for a CLIN appears on this screen but was not on
your workload screen, it is your responsibility to notify Program and
Technical Support so they can make the appropriate corrections. Do not
make your recommendation prior to Program and Technical Support's
correction because that action deletes your recommendation.

2.7.2.14 UNKR09 - CAO RECOMMENDED ACTION

   a. GENERAL - This screen is used to enter the in-the-clear
recommended action that the Contract Administration Office feels the
Procurement contracting Officer should take to protect the Government's
rights under this contract. Depress ENTER to display the ACO Remark
Screen. After Remarks have been entered, depress PF3 to update the
record(s). If accessed via the ACO code, the computer will now display
the next Program and Technical Support Specialist's Remark Screen.

   b. Sample Screen:

```
************************************************************************
UNKR09                    CAO RECOMMENDED ACTION
CBUD: ##############
CONTRACT-NUMBER: XXXXXX XX XXXXX XXXX
NEGOTIATE-SCHD:  #DD FORM 375
       ISSUE-MOD:  #                       # WILL-FOLLOW-BY: ## ##
LEAVE-DELINQUENT:  #                       # WILL-NOT-FOLLOW
           OTHER:  #  ACO-
REMARKS:###############################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################
######################################################################

NOTE: THE ABOVE LINE IS THE LAST LINE REMARKS CAN BE ENTERED ON.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
************************************************************************
                       FIGURE 2.7.2-14
```

X = PROTECTED FIELDS (data cannot be entered in these fields)
# = UNPROTECTED FIELDS (data may be entered in these fields)

c. INPUT INSTRUCTIONS - Fields containing Xs are informational fields displayed by the computer when data is present. Data can be entered in the fields containing pound signs and are explained below. To add a CAO recommendation to the MECHANIZED DLA FORM 1654 (375-2), depress PF3. To exit this screen depress PA2. Entries are as follows:

CBUD   COMPUTER BASED USER DOCUMENTATION (15G) - This is an optional field used when information about a screen prompt is desired. Use the tab keys to move the cursor to the CBUD field and enter the prompt as displayed on the screen, except for the colon, and press the ENTER key and screen will now display information about the prompt. After reading the prompt, pressing the ENTER key returns the cursor to the previously entered data field that you left when you entered the CBUD field.

NEGOTIATE-SCHD   NEGOTIATE A DELIVERY SCHEDULE (1A) - Place an X in this space if you are recommending negotiating a new delivery schedule.

ISSUE-MOD   ISSUE A MODIFICATION (1A) - Place an X in this space if your recommendation is for the PCO to issue a modification.

LEAVE-DELINQUENT   LEAVE DELINQUENT (1A) - Place an X in this space if you recommend no action be taken.

OTHER   OTHER (1A) - Place an X in this space if the recommendation is other than one of the above.

                      NOTE: One or more of the following fields must contain an X:

                         negotiate - schd
                         issue - mod
                         leave - delinquent
                         other

DD FORM 375   DD-FORM-375 (1A) If a DD FORM 375 is to be sent, place an X in the space in front of the WILL-FOLLOW-BY space and enter the date it should be received. If a DD FORM 375 will not be sent, place an X in front of the WILL-NOT-FOLLOW space.

                      NOTE: One of the following fields must contain an X:

                         will-follow-by
                         will-not-follow

ACO-REMARKS   ADMINISTRATIVE CONTRACTING OFFICER REMARKS (1012G) - Enter the Contract Administration Office's recommended action to the Procurement Contracting Officer.

2.7.2.15 UNKR04 - REVISED DELIVERY FORECAST SCREEN

   a. GENERAL - This screen is used by Program and Technical Support
personnel to input both routable and part of the unroutable Revised
Delivery Forecast transactions; it is not accessible to the ACO/CA.

   b. Sample Screen:

```
*************************************************************************
UNKR04                  REVISED DELIVERY FORECAST SCREEN
CBUD:
PIIN:                   SPIIN:          CLIN:           NSN:
PRCH-UNIT:          ON-ORDER-QTY:       CUMM-QTY-DLVD:
SCHD-DT:
SCHD-QTY:
QTY-SHPD:
SHP-TO:
MARK-FOR:
MIL-NO:
DLAY-CD:
DLAYD-QTY:
RECVRY-DT:
NBR-RDF:
CAO-RECOM:
TRNS-STA:
TYPE-DOC:
SCHED-SEL:
TYPE-DOC:    DLAY-CD    DLAYD-QTY    RECVRY-DT    CAO-RECOM    TRNS-STA

                ENTER PIIN/SPIIN/CLIN - PRESS ENTER
*************************************************************************
                        FIGURE 2.7.2-15
```

NOTE: QTY-SHPD on UNKR04 is same as SCH-QTY-SHP on CT5830.

c. INPUT INSTRUCTIONS - Entries are as follows (by Program and Technical Support Personnel only):

CBUD   COMPUTER BASED USER DOCUMENTATION (15G) - This is an optional field used when information about a screen prompt is desired. Use the tab keys to move the cursor to the CBUD field and enter the prompt as displayed on the screen, except for the colon, and depress ENTER and the screen will now display information about the prompt. After reading the prompt, depressing ENTER returns the cursor to the previously entered data field.

PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the contract number of the item being reported.

SPIIN   SUPPLEMENTARY PROCUREMENT IDENTIFICATION NUMBER (4A/N) - Enter the supplementary contract number if applicable.

CLIN   CONTRACT LINE ITEM NUMBER (6A/N) - Enter the line item of the record being reported.

SCHED-SEL   SCHEDULE SELECTION (1A) - Enter an X in this field to report on this schedule.

TYPE-DOC   TYPE DOCUMENT (1A/N) - Enter a L (letter), M (message), 2 (DLA Form 1654) (375-2), 5 (DD 375) if one of these documents is to be used as a followup report, D (delete) or leave blank if a Revised Delivery Forecast (RDF) is being forwarded. These codes depict the method used to report the actual or impending delay in performance or whether a delete will be input. To delete an RDF transaction that was entered on the wrong schedule, enter a D. If you leave the DLAY-CD, DLAYD-QTY, RECVY-DT, CAO-RECOM, and TRANS-STA fields blank, the schedule record will be updated to clear all evidence of RDF activity. If data are present in any field, they will be used to update the schedule record. A delete will only work on current records. The user may delete the R8 structured remarks in the changes mode using Screen CT3140 (see paragraph 3.2.2.4), but should do so only if there are no current RDF delinquencies on the contract.

DLAY-CD   REASON FOR DELAY CODE (3A/N) - Enter the appropriate delay code. The first position is the agent responsible for the delay. The next two positions contain the reason for delay.

DLAYD-QTY   DELAYED QUANTITY (8N) - Enter that portion of the schedule quantity that is or is not expected to be delayed.

RECVRY-DT   ESTIMATED RECOVERY DATE (6N) - Enter the date that performance can be expected.

CAO-RECOM   CONTRACT ADMINISTRATION OFFICE RECOMMENDATION - Leave
                    blank. ACO is responsible for inputting a
                    recommendation. However, Production may be authorized
                    to enter a recommendation, provided the deviation is
                    agreed to by both Contracts and Program and Technical
                    Support Operations Management Branch Chiefs. The CAO
                    Recommendation Codes are listed as an Appendix to
                    part l, chapter 6 of this manual.

TRNS-STA   TRANSACTION STATUS CODE (1A) - Enter an A if this is
                    a requested response, C for a corrected RDF, D for an
                    interim reply or leave blank.

2.7.2.16 UNKA40 - ONLINE INQUIRIES MASTER MENU

   a. GENERAL - This screen is used by the contract administration team
to access the ACO workload. The cursor will be located in the FUNCTION
field. Key in an H for the ACO WORKLOAD. The cursor will move to the
ACO CODE field. Enter your ACO code and depress ENTER. Screen UNKR15
will be displayed listing the records by contractor that have never been
forwarded by the system or were forwarded without ACO comments.

   b. Sample Screen:

****
 UNKA40   ON-LINE INQUIRIES MASTER MENU
                           USER ID: REQUEST DATE:

            COMPUTER BASED USER DOCUMENTATION..............A
            APPLIED MODIFICATIONS..........................B
            MAF ATTRIBUTE DATA.............................C
            CONTRACTS BY CONTRACTOR........................D
            SUMMARY OF SHIPMENT DATA BY CONTRACT...........E
            CONTRACT LINE ITEM STATUS......................F
            FUNCTIONAL HOST DATA BASE INQUIRY..............G
            ACO RDF WORKLOAD...............................H

                  FUNCTION: H
                    ACO-CD: (ENTER FOR FUNCTION H ONLY)
                      CAGE: (ENTER FOR FUNCTION C ONLY)
                    DODAAC: (ENTER FOR FUNCTION C ONLY)

****
                      FIGURE 2.7.2-16

2.7.2.17 UNKR15 - ACO-RDF WORKLOAD

   a. GENERAL - This screen provides a list of Revised Delivery Forecast
transactions that require action for a particular ACO. The ACO should
review their individual workload screens daily.

   b. Sample Screen:

```
**************************************************************************
UNKR15              ACO RDF WORKLOAD            DATE:  86 10 03
CBUD:               ACO:  A3           PAGE:  1
CAO:  JJ                               PRINTER ID:  0282
CONTRACTOR NAME:  PENJASKA TOOL CO
PIIN        SPINN  CLIN  SCHEDULE RECOVERY DELAY  TYPE  TRNS  CAO   PROD
        DATE        DATE   CODE    TRNS  DATE  RECOM
B* DAAE0782D4060  0002  0001AD  85 01 30  86 10 30   KB2   R  NOV 30 A__


                  0001AF        85 09 30  87 02 20   KB2  R  NOV 30
F0960386C0061     0002          86 01 31  87 01 31   KD4  R  DEC 02
N0001986C0010     0001AA        86 09 30  86 11 30   KC3  R  NOV 30 A P
N0038386D0001010  0001          86 09 15  86 12 26   KC2  U  NOV 30


**************************************************************************
                        FIGURE 2.7.2-17
```

   c. INPUT INSTRUCTIONS - Required entries are as follows:

PRNTR-ID   PRINTER IDENTIFICATION (4A/N) - Enter the four
                     position identification for the printer to which a
                     hard copy is to be routed, if desired; otherwise,
                     leave blank. If entered, must be a valid printer-ID
                     for the region.

                     After reviewing the displayed records, press the
                     ENTER/REL key to display records for other
                     contractors this ACO has cognizance over. If the
                     word MORE appears at the bottom of the screen,
                     depressing the ENTER/REL key will display more
                     records for a particular contractor. The word End
                     appears at the bottom of the screen when all records
                     have been displayed. Recommendations made by the ACO
                     or Production will be displayed all day long. All
                     transactions that were commented on today
                     will route out of the system during the nightly batch
                     cycle run. The ACO has two days, from trns date to
                     input their recommendations, otherwise, the RDF will
                     transmit without ACO recommendation.

d. DATA ELEMENT OUTPUT DESCRIPTIONS

CAO   CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE -
                       The two position CAO Code of the ACO selected.

CONTRACTOR NAME   CONTRACTOR NAME - The name of the contractor whose
                       transactions are being displayed.

PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The
                       contract number from the displayed transaction.

SPIIN   SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION
NUMBER   The order number from the displayed transaction.

CLIN   CONTRACT LINE ITEM NUMBER - The line item number from
                       the displayed transaction.

SCHEDULE DATE   SCHEDULE DATE - The date of the displayed
                       transaction.

RECOVERY DATE   SCHEDULE DATE - The date the Program and Technical
                       Support person expects the item to be delivered.

DELAY CODE   REASON FOR DELAY CODE - The agent responsible for the
                       delay and the reason causing the delay.

TYPE TRNS   TYPE TRANSACTION - An indicator depicting whether the
                       transaction will go out as a MILSCAP transaction or
                       will be a hard copy report.

                          R - equals an AUTODIN transaction
                          U - equals a hard copy transaction

TRNS DATE   The date the RDF transaction was entered by Program
                       and Technical Support.

CAO RECOM   CONTRACT ADMINISTRATION OFFICE RECOMMENDATION - This
                       field will contain the recommendation made by the
                       ACO, Program and Technical Support Specialist, or
                       automatically by the system. May be blank. These
                       codes are listed as an appendix to part l, chapter 5
                       of this manual.

PROD   PRODUCTION INDICATOR - If a P is in this field, the
                       Program and Technical Support person made the
                       recommendation.

                       A recommendation code, (A through H, J, and K) is
                       shown under the CAO RECOM field if the ACO or Program
                       and Technical Support has made a recommendation. A
                       system generated G will appear under the CAO RECOM
                       field if the ACO has made a comment on an unroutable
                       transaction. If the ACO made the recommendation, the
                       PROD field will be blank. If Program and Technical
                       Support made a CAO recommendation, a P will appear

under the PROD field. (Program and Technical Support
can make a recommendation only after coordinating
with the ACO). The ACO has two days to enter data to
make changes after Program and Technical Support's
input.

NOTE: On Unroutables, without a CAO recommendation,
will not result in a hard copy report until the ACO
has had two days to make a recommendation. If the
Program and Technical Support person requires more
than one day to report on a contract, the hard copy
report will not be produced until two days following
the Program and Technical Support person's input, or
the first batch cycle if Program and Technical
Support has made a recommendation.

2.7.2.18 UNAA10 - MOCAS DATA ENTRY MENU

   a. GENERAL - The following new screens allow online input/inquiry of
current batch applications covered in section 2.7.2.7 through 2.7.2.9.
Procedures for input via Four-Phase equipment as well as online are
required until all Four-Phase equipment is eliminated. In order to
access the MOCAS Data Entry Menu, the user must first sign on to the
online system (TIS). On the MANTIS selection screen select user YCPM,
Password COMBINE. (Detailed sign-on procedures are in part 1, chapter 2
of this manual).

   b. Sample Screen:

****
UNAA10   MOCAS DATA ENTRY MENU
          ONLINE INPUT STATISTICS........................A
          BATCH STATUS INQUIRY...........................B
          MODE XC..X
          ABSTRACT CANCELLATION..........................1
          CONTROL DATA CHANGE:
              ACRN.......................................2
              CLIN/ELIN..................................3
              PIIN/SPIIN/ORG.............................4
          PCSN DATA ENTRY MENU...........................5
          NLA NOTICE/REQUEST.............................6
          FINANCIAL DATA ENTRY MENU......................7
          MIR DATA ENTRY MENU............................8
          INDUSTRIAL LABOR RELATIONS:
              MTHY CONTRACTOR EXP LIST....................9
              ADDRESS CORRECTION.........................10
          TCMD'S..11
          EXPORT TRAFFIC RELEASE........................12
** **   ** ** FUNCTION: XXX
              BATCH-ID: XXXXXX

****
                      FIGURE 2.7.2-18a

   c. INPUT INSTRUCTIONS

FUNCTION: Enter applicable function:

                    A - Online input stats
                    B - Batch status inquiry
                    X6 - To close batch (NLAs)
                    B6 - To display batches for specific data entry
                           function
                    6 - NLA Notice/Request 7 - Financial data entry
                           menu

BATCH-ID   Enter alphanumeric batch number or leave blank.

Depress ENTER to enter data into system, or PA2 to return to the
previous screen.

NOTE 1: If the batch was processed in a previous cycle the MODE X function will not close the batch. If the batch is to be resubmitted in the cycle use UNAA66 - Batch Status Inquiry.

NOTE 2: The letters UNQ are not to be used in the first three positions of the BATCH-ID for batches being processed in the normal cycle. The UNQ is to be used for batches that are to be taken into special applications only (ex. End-of-Month 302 correction processing).

From Screen UNAA10, Function A drives up Screen UNAA91 - ONLINE INPUT STATISTICS

```
**************************************************************************
UNAA91                    ONLINE INPUT STATISTICS
INVOICE DATA ENTRY STATS..........1   ACCOUNTING CLASSIFICATION STATS.12
MAAPR REQUEST/DELETE INPUT STATS..2   PROGRESS PAY INPUT STATS........13
DISBURSEMENT DATA ENTRY STATS.....3   CONTROL DATA CHANGE STATS.......14
AF C-147 & 1341, SF 1219              MGT INFO REPORTS INPUT STATS....15
AND DD1329 DATA ENTRY STATS.....  4   CODED INVOICE DATA ENTRY STATS..16
AIR FORCE C-146 DATA ENTRY STATS..5   ABSTRACT CANCELLATION STATS.....17
ACCRUED EXPENDITURE ENTRY STATS...6   NLA DATA ENTRY STATS............18
CONTRACT SUPPORT OBLIGATION &         PSCN DATA ENTRY STATS...........19
DISBURSEMENT INQUIRY STATS.       7   ILRO DATA ENTRY STATS...........20
TFO INPUT STATS......    ........8    Q7 DATA ENTRY STATS.............21
302 REPORT INPUT STATISTICS.   ...9   Q8 DATA ENTRY STATS.............22
CASH MANAGEMENT/PROMPT PAY STATS.10   Q9 DATA ENTRY STATS.............23
COST AND FEE HISTORY STATS.........11

FUNCTION:   XXXXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**************************************************************************
                          FIGURE 2.7.2-18b
```

  c. INPUT INSTRUCTIONS

FUNCTION   Select 13 or 18 from the menu to retrieve Progress
                      Payment and/or NLA Input Stats. Depress ENTER.

From Screen UNAA10, Function B6 drives up Screen UNAA66 - NLA DATA
From Screen UNAA45, Function B drives up Screen UNAA66 - PROGRESS
PAYMENT DATA

```
************************************************************************
UNAA66                      BATCH STATUS INQUIRY
                  FOR   XXXXXXXXXXXXXXXXXXXXXXXXXXXXX         RESET
                                 CLOSE        ACTIVE         ACTIVE
BATCH-ID       MODE            BATCH?       INDICATOR      INDICATOR
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X
XXXXX           X                X             X              X


XXXX      MODE KEY:  X=CLOSED BATCH, C=PROCESSED IN CYCLE
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



**   XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

************************************************************************
                          FIGURE 2.7.2-18c
```

  c. INPUT INSTRUCTIONS

FOR   System generated data entry title.

BATCH-ID   System generated.

MODE   System generated.

CLOSE BATCH?   Enter a Y or leave blank.

ACTIVE INDICATOR   System generated.

RESET ACTIVE INDICATOR Enter a Y or leave blank.

MORE/END   System generated.

Depress ENTER to view batch data in system and if more display the
remaining batches. Depress PA2 to return to the menu screen.

2.7.2.19 NPA RECORD - ESTABLISHES PROGRESS PAYMENT MASTER FILE (ON-LINE
          INSTRUCTIONS)

   a. GENERAL - This transaction will be input by the ACO upon
preparation of a DLA Form 1634 identifying the terms and conditions to
be included on the Progress Payment Master File. It is imperative that
the data contained on the DLA Form 1634 be accurately input into the
system. Additions, changes and deletions to the Progress Payment Master
File must be handled expeditiously to avoid adverse effect in the
automatic payment process. Function 7 from Screen UNAA10 drives Screen
UNAA20.

   b. Sample Screen: - UNAA20 FINANCIAL DATA ENTRY

****
UNAA20   FINANCIAL DATA ENTRY MENU
BATCH STATUS INQUIRY...............B MODE XC...........................X
INVOICE DATA ENTRY MENU............1 TRANSACTIONS FOR OTHERS:
                                        DETAIL RECORD...................8
MAAPR REQUEST/DELETE DATA ENTRY....2 MAJOR HEADER AND DELETE.........9
DISBURSEMENT DATA ENTRY MENU.......3 302 REPORT:
                                        STATEMENT OF TRANSACTIONS......10
AF C-147 & 1341, SF 1219, DD 1329...4 STATEMENT OF ACCOUNTABILITY....11
AIR FORCE C-146 DATA ENTRY..........5 DD FORM 1195 DATA ENTRY MENU...12
ACCRUED EXPENDITURE DATA ENTRY MENU.6 CASH MANAGEMENT/PROMPT PAY
                                        MENU...........................13
DISBURSEMENTS INQUIRY REQUEST.......7 COST & FEE HISTORY UPDATE......14
                                      CONTRACT SUPPORT OBLIGATIONS &
                                      ACCOUNTING CLASSIFICATION
                                        MENU...........................15
                                        IBOP TRANSACTIONS.............16

                    FUNCTION: 12
                    BATCH-ID: XXXXX**
XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

****
                    FIGURE 2.7.2-19a

   c. INPUT INSTRUCTIONS

FUNCTION   Select Function 12.

BATCH-ID   Enter alphanumeric batch number. Depress
                              ENTER to enter data into the system.

2.7.2.19 NPA RECORD - ESTABLISHES PROGRESS PAYMENT MASTER FILE (ONLINE
          INSTRUCTIONS)

   Sample Screen: - DD FORM 1195 DATA ENTRY MENU:

```
**********************************************************************
UNAA45                   DD FORM 1195 DATA ENTRY MENU

          BATCH STATUS INQUIRY...........................B

          MODE XC........................................X

          PROGRESS PAYMENT MASTER ESTABLISHMENT (NPA).....1

          NPB, NPC, NPD, NPE, NPF, NPG...................2

          PROGRESS PAYMENT MASTER INQUIRY (NPX)..........3

          PROGRESS PAYMENT MASTER UPDATE - BASIC (NPY)....4




                         FUNCTION:  X
**                         BATCH-ID:  XXXXX

**********************************************************************
                    FIGURE 2.7.2-19b
```

DATA ELEMENT   INPUT INSTRUCTIONS

FUNCTION   Enter Function 1 from the menu.

BATCH-ID   Enter alphanumeric batch ID.

                             Press ENTER to enter data into the system.

2.7.2.19 NPA RECORD - ESTABLISHES PROGRESS PAYMENT MASTER FILE (ONLINE
          INSTRUCTIONS) (CONT'D)

   Sample Screen: - PROGRESS PAYMENT MASTER - NPA:

****
UNAA46   PROGRESS PAYMENT MASTER - NPA   BATCH ID: ######
                                 RECORD NO: ######
FIC: NPA   PIIN: XXXXXX 99 XXXXX   SPIIN: XXXXX
RGS: XX   ACTION CD: X
SR CODE: 9 REVIEW DATE: 99 XXX 99   REVIEW COMPLETE DATE: 99 XXX 99

FIRST ARTICLE DOLLAR LIMIT: 9999999999

FIRST ART ACCEPT: X   PERCENT PROFIT: XX 9

ALT LIQ RATE (US RQMTS): XX 9

ALT LIQ RATE (FMS RQMTS): XX 9   RED CD (US): X

STOP PAY (US): X   CONTRACTOR CD: XXXXXX

RED CD (FMS): X   STOP PAY (FMS): X   ORG-CD: XX

DELETE RECORD? X
XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

****
                       FIGURE 2.7.2-19c

c. INPUT INSTRUCTIONS

CODE   TITLE INSTRUCTIONS

BATCH ID   System generated from menu.

RECORD NO   System generated.

FIC   System generated.

PIIN/SPIIN   Enter the contract number.

RGS   System generated.

ACTION CODE   If a NEW contract, leave blank by depressing FIELD
                        REL (LEFT ZERO). A blank indicates initial input and
                        establishes a new contract in the Progress Payment
                        Master File. If an existing contract requires
                        CHANGES, enter C. A C indicates a correction
                        transaction which will update the Progress Payment
                        Master File.If an existing contract requires DELETION
                        from the Master File, enter D. A D will be used to
                        delete an existing Progress Payment Master. (If a D
                        is entered, the remaining fields on this record will
                        be automatically filled with blanks.) Must be blank,
                        C, or D.

SR CODE   Status Review Code.

INITIAL   Enter the appropriate SR Code 1, 2, or 3 as
TRANSACTIONS: determined from DLA Form 325, Progress Payment
                        Administration Record. This field cannot be left
                        blank; must be 1, 2, or 3. An SR Code 1 will trigger
                        a progress payment review alert UYFM03 in oneyear, an
                        SR Code 2 in six months and an SR Code 3 in three
                        months of the date entered. The initial UYFMO3 alert
                        will contain a message: Review Alert, Progress
                        Payment Review Required. Generally, SR Codes can be
                        changed at any time provided the changes reduces the
                        review cycle (i.e., an SR Code 1 can be changed to an
                        SR Code 2 or 3 and an SR Code 2 can be changed to an
                        SR Code 3). However, the same SR Code cannot be re-
                        input (i.e., an SR Code 1 cannot be changed to an SR
                        Code 1). SR Codes changes that increase the review
                        cycle can only be made when inputting a review
                        complete date. SR Codes cannot be changed between
                        issuance of a UYFM03 and input of the review complete
                        date. Finally, subsequent changes to the SR Codes
                        (e.g., changing an SR Code 1 to an SR Code 2)
                        recomputes the next review date based on the date the
                        SR Code change was input.

CODE	TITLE INSTRUCTIONS

For example if an SR Code 1 is changed to an SR Code 2 on 1 June 1990, the next review date would be 1 December 1990. If the SR Code 1 had not been changed and the previous review date was 1 May 1990, the system would automatically compute the next review date as 1 May 1991.

CHANGE
TRANSACTIONS: Changes which reduce the review cycle (a 1 to a 2 or 3, or a 2 to a 3) may be made at any time. Once the Review Date has arrived, a Review Complete Date must also be input to make this change. Such a change will update the Review Date by either 90 or 180 days (based upon the SR Code) from the transaction date. Changes which increase the review cycle (a 3 to a 2 or 1, or a 2 to a 1) can only be made after the Review Date has arrived, and must be accompanied by a Review Complete Date.

REVIEW DATE   This is the review alert date. Completion of this field is optional and does not replace the need to complete the SR Code field. Generally, review dates should only be used in special circumstances. For example, at locations where progress payment system reviews are performed, the ACO may want to use the review date field so that all UYFMO3 review alerts are issued on the same day. If completed, a progress payment review alert UYFMO3 will be issued on that date. An SR Code 1 will trigger a progress payment review alert UYFMO3 one year from that date, an SR Code 2 in six months and an SR Code 3 in three months from the review date. There are, however, some limitations on using review dates. A review date cannot be input at the same time a review complete date is input. Further, a review date can only reflect a date within the SR Code timeframe (i.e., if an SR Code 2 is used with a review date, the date cannot extend beyond six months). If no review date is input, which should generally be the case, the system automatically updates the review date based on SF Code. If the review date field is used, enter specific review date of YYMMMDD, e.g., 9O AUG 12, for the next scheduled review date of the SF 1443.

CODE	TITLE INSTRUCTIONS

INITIAL:
TRANSACTIONS

If left blank the Review Date will be set based upon the SR Code and the transaction date as follows: SR Code 1 = 1 year, SR Code 2 = 180 days, and SR Code 3 = 90 days. If a date is input, insure that it is less than the date the automated system would have generated or it will cause the transaction to reject. Also, if a Review Date is input that is earlier than the transaction date, the transaction will reject.

CHANGE
TRANSACTIONS:

Normally there will be no need toinput a review date on a change transaction. The Review Date will update automatically when the Review Complete Date is input. The new date will be established based upon the SR Code time cycle and the previous Review Date. If for some reason the ACO needs to change the Review Date, they may do so at any time, then it cannot be changed until a Review Complete Date has been input. You cannot input both a Review Complete Date and Review Date on the same transaction.

REVIEW COMPLETE
DATE

This is a new field. Enter the date the periodic review was completed (or the date review results are known) from the remarks section of DLA Form 1634. Enter review completion date in YYMMMDD format, e.g., 9O Aug 12. Important: if a review is not completed within 60 days of the scheduled review date or SR Code generated date, all further requests for automatic payment will be rejected. If the contractor submits a SF 1443 during the period a review is overdue, the system will generate an UYFMO1, Contract Administration Progress Payment Report with the error message Periodic Review Not Performed Within 60 Days. During the 60-day period, the system will generate an UYFMO3, Contract Administration Progress Payment Review Report alerts on the initial review date or SR code date and every 15 days thereafter until the end of the 60-day period. UYFMO3 alerts issued on the 15th and 30th day will contain messages 15 days and 30 days past review date, respectively. After 60 days, the system will generate an UYFMO3 alert every day until the review is completed and a review complete date is input into the system. These UYFMO3s will contain an error message, Automatic Progress Payments Stopped. Consequently, after 60 days the system will only resume paying progress payments automatically after the ACO performs two actions using existing change code procedures.

First, a letter D must be input into both the
Reduction Code U.S. and Reduction Code FMS fields to
delete the R codes. Second, a review complete date
must be input into the Review Complete Date field.
Both actions can be performed as a single change to
the master file. After the ACO inputs a review
complete date, a final UYFMO3 will be automatically
generated with a message, Review Recorded as
Complete, Date Is Updated. In addition, an UYFMO2,
Validation of NPA Input report will be generated
which indicates whether or not the review complete
date was accepted. Note: if the ACO desires to keep
the contract in R code status, then just enter a
review complete date. If reviews are not completed
within 60 days and the ACO has no indication that
significant contract deficiencies exist, then the ACO
should sign all four copies of the automatically
rejected progress payment request and forward them
along with the UYFMO1 Report to the DFAS office for
payment. In no case shall the ACO remove the R code
before the progress payment review is complete or
results known.

The automated system will not accept input of a
review complete date outside the normal periodic
review cycle, (i.e., before an UYFMO3 is issued).
Therefore, if a review is completed before issuance
of an UYFMO3, the ACO should not input the review
complete date until the UYFMO3 is generated. After
the UYFMO3 is generated, the ACO should input a
review complete date which is after the UYFMO3 alert
date but not after the current date (today's date).
Depending on the length of time between completion of
the out-of-cycle review and UYFMO3 issuance, the ACO
should make a determination as to whether another
review is warranted. If the ACO determines that
another review is not required, then reason for such
a decision should be documented in the remarks
section of DLA Form 1634. In addition, the ACO's
supervisor must authorize such action by signing the
remarks section of the DLA Form 1634 along with the
ACO. Finally, the progress Payment Master File is
automatically purged when the contract is closed
(section 5). Consequently, and UYFMO3 review alert
will be generated when the contract is completed
(section 2) but not yet closed. In cases where the
contract is in section 2 and a review alert is
received, the ACO should change the SR Code to a 1
and input an artificial review complete date. (This
action should be documented on the DLA Form 1634.)
The Progress Payment Master will be automatically
purged before the next review date is reached.

CODE	TITLE INSTRUCTION

INITIAL
TRANSACTIONS: No input. This field will not appear on the
                     entry screen for Four-Phase batch transactions
                     when the Action Code is blank. It will, however,
                     appear when using the online batch input screen.

CHANGE
TRANSACTIONS: The Review Complete Date cannot be a future date,
                     nor can it be a date earlier than the scheduled
                     or programmed Review Date or the transaction will
                     be rejected. Normally the date entered will be the
                     date the review was completed, but if the review
                     happened to be completed before the review date,
                     (i.e., before the UYFM03 alert was generated)
                     you will not be able to use that date. You will
                     have to wait until you receive the initial
                     UYFM03 alert before you can input a Review Complete
                     Date. If you determine that the previously conducted
                     review is sufficiently current when you receive the
                     UYFM03 alert, you will have to enter the current date
                     instead of the date the review was completed in order
                     to avoid a transaction rejection. If the Review
                     Complete Date is not entered within 60 days of the
                     Review Date, the system will establish Rs in the two
                     Reduction Code fields on the 61st day. This will
                     prevent automated payments. Input of the Review
                     Complete Date after this event will not delete the
                     Reduction Codes; you must also delete the Reduction
                     Codes to restore automated payments in this case.

FIRST ARTICLE
DOLLAR LIMIT   If the contract contains first article requirements,
                     enter the first article dollar limit and then depress
                     FIELD REL (LEFT ZERO). If no first article
                     requirement exists, depress FIELD REL (LEFT ZERO). A
                     D entered in the first position denotes a
                     delete transaction. Must be blanks or a D followed
                     by blanks. Important: A dollar limitation must be
                     entered in this field when Contract Provision Code F
                     (First Article/Pre-Production sample report) is
                     present. If the special provisions area of the PINS
                     file contains an F and the First Article Dollar Limit
                     field is blank or contains alphas and/or zeros, the
                     NPA record will be rejected and a UYFM02 report will
                     be forwarded to the ACO with an error message: First
                     Article Dollar Limitation Mandatory. If an instance
                     exists where an F is located in the provision field
                     and the first article does not apply to the contract;
                     the ACO should send a memo to the Comptroller
                     in the meantime, the ACO should establish a Progress
                     Payment Master File with all nines in the First
                     Article Dollar Limit field and an E in the FIRST ART
                     ACCEPT field. This procedure will expedite the
                     progress payment process. When the Special Contract
                     Provision Code has been deleted by the Comptroller,
                     the Progress Payment Master File should be corrected
                     by entering the letter D in both the First Article
                     Dollar Limit and First Art Accept fields.

CODE	TITLE INSTRUCTION

FIRST ART ACCEPT First Article Acceptance. If first article has been accepted, enter E. For this to be a valid entry, the first article dollar limit must have been established and entered into the Master File. To delete first article acceptance, enter D. If no first article, depress FIELD REL (LEFT ZERO), which creates a blank. Must be blank, E or D.

PERCENT PROFIT Percent of Profit. Enter a profit percentage figure, e.g., 15.2 is entered as 15 2, if contract contains an alternate liquidation rate. Enter a D in the first position of this field to delete the percent of profit. If not applicable, depress FIELD REL (LEFT ZERO) twice. For initial input, this field should be blank. Must be blank, numeric or a D followed by blanks.

ALT LIQ RATE Alternate Liquidation Rate for U.S. Requirements. Enter the (U.S. RQMTS) alternate liquidation rate, 80.2 is entered as 80 2, for U.S. requirements. If not applicable, depress FIELD REL (LEFT ZERO) twice. Enter a D in the first position of this field to delete the alternate liquidation rate. Must be blank, numeric or a D followed by blanks. This field is usually blank.

ALT LIQ RATE Alternate Liquidation Rate for FMS Requirements. Enter the (FMS RQMTS) alternate liquidation rate that applies to the Foreign Military Sales requirements portion of the contract, e.g., 80.2 is entered as 80 2. If not applicable, depress FIELD REL (LEFT ZERO) twice. Enter a D in the first position of the field to delete the alternate liquidation rate. Must be blank, numeric or a D followed by blanks. This field is usually blank.

RED CD (U.S.) Reduction Code U.S. Requirements. If a reduction code applies to U.S. requirements, enter R. To delete this code, enter D. If not applicable, depress FIELD REL (LEFT ZERO). Must be blank, R, or D. For most initial inputs this field should be blank. On occasion an ACO may wish to reduce progress payments beginning with the very first one, so an R is an acceptable entry or initial input.

STOP PAY CD Stop Payment Code U.S. Requirements. Enter Stop Payment (U.S.) Code S if the ACO indicates this contract should contain a stop payment code for U.S. requirements. A D will be used to delete the code. If not applicable depress FIELD REL (LEFT ZERO). Must be blank, S, or D. For all initial inputs this field would be blank. If an ACO wanted to stop the first progress payment the best way is not to establish the Master Record.

CODE	TITLE INSTRUCTION

CONTRACTOR CD   Contractor Code. Enter six zeros or locally assigned
                       numbers for initial input (action code blank). For
                       changes leave this field blank by depressing FIELD
                       REL (LEFT ZERO). Must be blank or alphanumeric.

RED CD (FMS)   Reduction Code FMS Requirements. Enter an R if the
                       ACO indicates this contract should contain the
                       Reduction Code, for FMS requirements. A D will be
                       used to delete the code. If not applicable, depress
                       FIELD REL (LEFT ZERO). Must be blank, R, or D. See
                       also RED CD (U.S.) above.

STOP PAY (FMS)   Stop Payment Code FMS Requirements. Enter an S if
                       the ACO indicates this contract should contain the
                       Stop Payment Code for FMS requirements. A D will
                       be used to delete this code. If not applicable,
                       depress FIELD REL (LEFT ZERO). Must be blank, R, or
                       D. See also STOP PAY (U.S.) above.

ORG-CD   CAO Organization Code. Enter the organization code
                       of the office preparing this input. This field must
                       contain data for all input. Must fill.

DELETE RECORD   Enter Y if record is to be deleted or leave blank.

                       Depress ENTER to enter data into the system.
                       Depress PA2 to return to the menu screen.

   d. Any entry that fails to pass validation will appear on Report
UYFM02, validation of NPA Record Input. The UYFM02 will be returned to
the ACO for research and reinput by the ACO. The following is a list of
messages that may appear on Report UYFM02 Validation of NPA Record
Input.

MESSAGE	REASON

CONTRACT NOT ON CCAD   No record of this PIIN/SPIIN on CCAD (MOCAS
                              Host Data Base).

DUP INPUT CONTRACT ON P/P   This PIIN/SPIIN is already on the Progress
MASTER   Payment Master File.

ACTION CODE OTHER THAN   The action code entered is other than a
BLANK, C OR D   blank, C, or D.

REVIEW DATE INVALID   The date entered is not a valid date.

REVIEW DATE UNACCEPTABLE   The date entered is less than or equal to
                              the current date.

FIRST ARTICLE DOLLAR   If the action code is blank and the
LIMITATION MANDATORY   contract contains the First Article
                              Approval Clause this field must contain
                              data.

MESSAGE	REASON
F/A ACCEPT CODE OTHER THAN D OR E	The First Article Acceptance Code is other than D or E.
ENTRY OF PROFIT % MANDATORY	A profit percentage must be entered if alternate liquidation rates are entered.
REDUCTION CODE OTHER THAN R OR D	The reduction code entered is other than R or D.
STOP PAYMENT CODE OTHER THAN S OR D	The stop payment code entered is other than S or D.
CONTRACTOR CODE REQUIRED ON INITIAL INPUT	If the action code is blank the contractor code must be entered.
U.S. ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
FMS ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
ACTION OTHER THAN SPACE UNMATCHED TO MASTER	The action code is other than blank and no master is created.
YOU MUST ENTER A SR CODE, EITHER 1, 2, OR 3	An SR Code must be input when establishing the master file.
CANT CHANGE REVIEW DATE AND REVIEW COMPLETE	A review date and review complete date cannot be input on the same transaction.
CANT CHANGE REVIEW DATE THAT IS BEFORE TODAY	The review date input precedes the current (today's) date.
REVIEW COMPLETE CANNOT BE PAST TODAYS DATE	The review complete date input cannot be past the current (today's) date.
REVIEW COMPLETE CANNOT PRECEDE REVIEW DATE	The review complete date input cannot precede a scheduled review date.
REVIEW DATE EXCEEDS SR CODE TIME LIMIT	The review date input exceeds the SR Code time period (e.g., SR 1 = 360 days).
SR CODE CANT BE UPDATED WITHOUT REVIEW COMPLETE	Cannot change an SR Code which increases the review cycle. However, an SR Code change which increases the review cycle can be made when a review complete date is input.
FIRST ARTICLE DOLLAR LIMITATION MANDATORY	Cannot leave blank. The special provisions area of the PINS file contains an F.

2.7.2.20 NPX RECORD - INQUIRY OF PROGRESS PAYMENT MASTER FILE (ONLINE
          INSTRUCTIONS)

   During the process of paying Progress Payments or making changes to
the Progress Payment Master File, it may become necessary to know the
current status of the Master File. This transaction will result in
Report UYFM06 being produced, which contains the detailed data currently
on the Progress Payment Master File.

   a. GENERAL

   Function 3 from Screen UNAA45 drives Screen UNAA53.

   b. Sample Screen:

```
*************************************************************************
UNAA53               PROGRESS PAYMENT INQUIRY - NPX       BATCH ID: ######
                     RECORD NO: ######
FIC:  NPX   PIIN:  XXXXXX 99 XXXXX     SPIIN:  XXXXX

RGS:  XX          REQUESTOR:  XXXXXXXXXXXXXXX


CAO ORG CODE:  X


DELETE RECORD?  X
XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*************************************************************************
                        FIGURE 2.7.2-20
```

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH ID	System generated from menu.
RECORD NO	System generated.
FIC	System generated.
PIIN/SPIIN	Enter the contract number.
RGS	System generated.
REQUESTOR	Enter alphanumeric or leave blank.
CAO ORG CD	Enter alphanumerics.
DELETE RECORD?	Enter Y to delete record or leave blank.
	Depress ENTER to enter data into the system. Depress PA2 to return to Screen UNAA45.
BATCH ID	Enter Batch number.
MODE XC	Enter X1 to close the batch.

2.7.2.21 FINAL PAYMENT NLA (ONLINE INSTRUCTIONS)

   a. GENERAL - Upon completion of all Contractual actions, as explained
in part 2, chapter 2, of this manual the ACO will sign the NLA and
follow these instructions for online input. NLAs are still processed in
Batch Mode. See section 2.7.2.9 of this manual for input via Four-Phase
equipment. For online input, select Function 6, NLA Notice/Request on
Screen UNAA10 MOCAS DATA ENTRY MENU.
This will drive up the following screen:

   b. Sample Screen: - UNAA74 ANNOTATED NLA NOTICE/REQUEST:

****
UNAA74   ANNOTATED NLA NOTICE/REQUEST   BATCH ID: ######
                 RECORD ID: ######
FIC: NLA   PIIN: XXXXXX 99 XXXXX   SPIIN: XXXXXX

VCHR-NO: XXXXXX   TYP-PAYMT-CD: 9   DISBURS-SVC-CD: 9

FINL-PAYMT-DT-YR: XX   MO: XXX   DAY: XX

STAT-CD: X   ORG-CD: XX

DELETE RECORD? X
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

****
                      FIGURE 2.7.2-21

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH ID	System generated.
RECORD NO.	System generated.
FIC	System generated.
PIIN/SPIIN	Enter the contract number.
VCHR-NO	Leave blank.
TYP-PAYMT-CD	Leave blank.
DISBRS-SVC-CD	Leave blank.
DATA ELEMENTS	INPUT INSTRUCTIONS
FINL-PAYMT-DT-YR	Leave blank.
MO	Leave blank.
DAY	Leave blank.
STAT-CD	Enter F.
ORG-CD	Enter alphanumeric data.
DELETE RECORD?	Enter Y to delete record or leave blank.
	Depress ENTER to enter data into system. Depress PA2 to return to Screen UNAA10.
CODE XC	Enter X6 to close the batch.
BATCH ID	Enter batch number.
	Depress ENTER.

2.7.2.22 REQUEST FOR DISBURSEMENT HISTORY (ONLINE INSTRUCTIONS)

   a. General: To request a hard copy of the Contract Support
Obligations and Disbursement Inquiry, Report UNFR450A or UNFR450B,
follow the following online instructions:

   (1) Select Function 7, Contract Payment and Reporting Menu on Screen
UNAA20 - Financial Data Entry Menu. This will bring up the following
screen:

```
**************************************************************************
 UNAB01                     CONTRACT PAYMENT & REPORTING MENU


              COMPUTER BASED USER DOCUMENTATION..............A

              CONTRACT PAYMENT NOTICE MENU...................B

              CONTRACT OBLIGATION AND
              DISBURSEMENT INQUIRY MENU......................C

              ACCOUNTS RECEIVABLE MENU.......................D

              TERMINATE THIS FACILITY.....................PA2


                          FUNCTION: #


########################################################################

**************************************************************************
                          FIGURE 2.7.2.22
```

   (2) Select Function C, Contract Obligation and Disbursement Inquiry
Menu on Screen UNBA01 - Contract Payment and Reporting Menu. This will
bring up the following screen:

```
****************************************************************************
UNAB30          CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU
CBUD: #############################           RGS CODE: ########

                CONTRACT OBLIGATION HISTORY..................A
                CONTRACT DISBURSEMENT HISTORY................B
                DELAYED CONTRACT HISTORY INQUIRY ............C
                BATCH STATUS INQUIRY........................C1
                MODE XC.....................................X

                        FUNCTION: ##

      PIIN: ###### ## #####  SPIIN: ####     BATCH ID: ######

      OPTIONAL INQUIRY LEVEL  (SELECT ONE OR MORE LISTED BELOW)

      DATE BEGINNING: ## ## ##  DATE ENDING: ## ## ##
      ACRN: ##  ACCTG STATION: ###### TYPE PAYMENT CD: #
      SHIPMENT NO: ########              TYPE WITHHOLD: ##

          May select optional level: Date, Acctg Station and/or ACRN
          Must enter BATCH ID for this function.

      ###   ##########################################################

****************************************************************************
                        FIGURE 2.7.2.23
```

   (3) The Contract Obligation and Disbursement Inquiry Menu will now
be displayed (Figure 2.7.2.23). Listed below are the available inquiry
functions for UNAB30:

NOTE: To request the delayed inquiry select Function C, Delayed
Contract History Inquiry and enter a Batch Number. This will bring up
the Screen UNAA84:

    - Function A - Contract Obligation History, the user must enter a
                    valid PIIN/SPIIN and may enter, the corresponding
                    data for any of following optional inquiry levels:
                    DATE, ACCTG STATION, and ACRN.

    - Function B - Contract Disbursement History, the user must enter a
                    valid PIIN/SPIIN and may enter the corresponding
                    data for any of the optional inquiry levels on the
                    menu.

    - Function C - Delayed Contract History Inquiry, when selected and
                    a valid Batch ID has been entered, will allow the
                    user to request a delayed inquiry via Screen UNAA84
                    - Contract Support Obligations and Disbursement
                    Inquiry Request (Figure 2.7.2.24).

    - Function C1 - Batch Status Inquiry, when selected will allow the
                    user to inquire on existing batches via Screen
                    UNAA66 - Batch Status Inquiry.

- Function X - Mode XC, when selected and a valid Batch ID was entered, will allow the user to completed/closed out a previously entered batch. This function is performed directly on the menu.

(NOTE: A general explanation of this menu is available to the user via CBUD. To access the CBUD field depress PF5 and key in the screen identification number exactly as it is displayed. To terminate input or to return to the previous screen depress PA2.)

  b. INPUT INSTRUCTIONS - Entries available/required are as follows:

CBUD   COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.

RGS-CD   READING GROUP SPECIALIST CODE (8 A/N) - This field will be system generated from the sign-on screen. This is a protected field.

FUNCTION   FUNCTION (2A/N) - Enter the letter/and or number of the process to be performed.

PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the inquiry function selected. Contract number entered must be on the Contract History File. If Function C, C1, or X is selected, input in this field is not required.

SPIIN   SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFI- CATION NUMBER (4 A/N) - Entera four position call/order number if applicable. This field must contain data when the ninth position of the PIIN is an A, D, G, or H.

BATCH ID   BATCH IDENTIFICATION NUMBER (6 A/N) - Must enter the locally assigned batch number when Function C or C2 is selected.

DATE BEGINNING   DATE BEGINNING (6N) - May enter the beginning date (YY MM DD) of the timeframe specified for the inquiry.

DATE ENDING   DATE ENDING (6N) - May enter the ending date (YY MM DD) of the timeframe specified for the inquiry.

ACRN   ACCOUNTING CLASSIFICATION REFERENCE NUMBER) - If entered, must be a valid two position alpha/ numeric on the Contract History File for the specified PIIN inquiry.

ACCTG STATION   ACCOUNTING STATION NUMBER (6 A/N) - If entered, must contain a valid Fiscal Accounting Station Number.

TYPE PAYMENT CD   TYPE PAYMENT CODE (2 A/N) - If entered, this
                         field is a combination of a valid collection
                         code (1 or 2) and a valid type payment code
                         from the list below:

                             1 - Final Payment
                             2 - Partial Payment
                             3 - Progress Payment
                             4 - Advance Payment
                             8 - Cash Collection or manual/manual
                                   for Navy only.
                             9 - For other services Cash
                                   Collection for adjustments,
                                   corrections, and payments
                                   involving IBOP memo entries.

SHIPMENT NO   SHIPMENT NUMBER (8 A/N) - If entered, entry in
                         this field must be, pos. 1-3 alpha, pos. 4-7
                         alphanumeric, and pos. 8 must be an alpha Z.
                         The shipment number entered must be on the
                         Contract History File.

2.7.2.23 UNAA84 - CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENT INQUIRY
          REQUEST

   a. GENERAL: Users may enter new inquiry requests or delete an
inquiry request via this screen. If desired, the user may also view all
pending inquiry requests.

   b. SCREEN FORMAT: Figure 2.7.2.24 is a sample format for Screen
UNAA84 - Contract Support Obligations and Disbursement Inquiry Request.

```
***********************************************************************
UNAA84    CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENTS INQUIRY REQUEST

 ROUTING CODE:                                       BATCH-ID: CF0007
 REQUESTER ID:                                       RECORD NO: 1
                PIIN:         -    -          SPIIN:

                REPORTS: UNFR450A (BY ACRN):
                         UNFR450B (BY CLIN):




 DELETE RECORD?
      NEW BATCH - ENTER DATA OR PRESS PA2 TO EXIT

***********************************************************************
                    FIGURE 2.7.2.24
```

   c. INPUT INSTRUCTIONS - Entries required/available are as follows:

DATA ELEMENT   DESCRIPTION

ROUTING CODE   ROUTING CODE - The two position identifier of
                          the office where the request is to be
                          delivered.

BATCH ID   BATCH IDENTIFICATION - The Batch ID is system
                          generated from the inquiry menu. No input is
                          required or allowed.

REQUESTOR ID   REQUESTOR ID - A free form field to be used to
                          identify the individual making the request.

RECORD-NO   RECORD NUMBER - The system counts the number of
                          inquiry requests entered. On initial input of
                          a new batch, the record count will begin with
                          0001 and for each subsequent record entered, it
                          will be increased by one. No input is required
                          or allowed.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATIONNUMBER (13 A/N) - Enter the desired contract number for the inquiry request desired. The contract number entered must be on the contract history file.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICA-TION NUMBER (4 A/N) - Enter four position call/ order number if applicable. This field must contain data when the ninth position of the PIIN is an A, D, G, or H.
REPORTS: UNFR450A (BY ACRN) UNFR450B (BY CLIN)	REPORTS - Is two one position fields used to indicate which report(s) the request or wants.
DELETE RECORD	DELETE RECORD (1A) - Enter a Y if the PIIN/ SPIIN displayed should be deleted.

CHAPTER 8 DCMC DEVELOPED PROGRAMS

CHAPTER TABLE OF CONTENTS

CHAPTER 8 DCMR DEVELOPED PROGRAMS

2.8.1 CHAPTER OVERVIEW

   a. This chapter contains information on programs developed locally by
DCMDs and authorized by DLA-AO. Further information may be obtained by
contacting the originating DCMD. DCMDs that wish to include appropriate
programs developed within their Region should contact DLA-AOS for
authorization. Sections in this chapter have been reserved for each
District.

   b. It should be noted that DCMDs do utilize software programs
developed by other Districts which were found to be of value. This
reduces duplication of effort. Therefore, only software programs
actually developed by a particular DCMD will be found in that respective
section.

2.8.2 ATLANTA (REPORT ID: A)

2.8.2.1 AZS0095A - PROGRESS PAYMENT ANALYSIS

a. Data Summary

PURPOSE: The purpose of the Progress Payment
                              Analysis Report is to provide
                              management and ACOs/Contract
                              Administrators visibility on those
                              contracts wherein significant progress
                              payments have been made and
                              liquidations of the progress payments
                              have not progressed at the same rate.
                              System selects only those records where
                              the PPULO percentage is greater than
                              24%. If the Unliquidated Progress
                              Payment amount is positive, *** is
                              moved to the generated percent field.
                              If selected CAR work records do not
                              match the PP Master, NPP is moved to
                              the percent field.

SOURCE OF DATA: Progress payment master file and the
                              CAR work file.

TYPE/MEDIUM: Automatically generated/standard paper.

FREQ/RETENTION: Quarterly - as determined locally.

JOB NAME: AZS094/AZS095

SORT SEQUENCE: Sorted on CAO, ACO, CAGE ascending and
                              percentage descending.

c. Sample Report

```
*****************************************************************************************************************
REPORT NUMBER AZS0095A      DATE 08 FEB 91      ORG AB        PAGE 1

CONTRACTOR            PIIN         SPIIN  CONTRACT OBL    CONTRACT ULO   PROGRESS ULO   NEXT PPR  F/A LIMIT  S/R  PPULO
%

TELEDYNE BROWN ENGINEE  DABT6085D0520  0004    526019.43       523402.79       341853.00      91AUG11  .00 1      0.    .65
TELEDYNE BROWN ENGINEE  DABT6085D0520  0005     88628.00        88628.00        52759.00      91AUG11  .00 1      0     .59
TELEDYNE BROWN ENGINEE  DABT6085D0520  0007     99939.00        99939.00        58089.00      91AUG11  .00 1      0     .58
TELEDYNE BROWN ENGINEE  DABT6085D0520  0009    380949.00       380949.00       217582.00      91AUG11  .00 1      0     .57

CONTRACT OBL      CONTRACT ULO      PROGRESS ULO  CAGE      14925       TOTAL      1,095,535.43    ,092,918.79
670,283.00
CI SYSTEMS INC    N0001978C0482     22752614.53   582224.49 467796.04   91FEB27  .00   3      0.80 CONTRACT OBL
CONTRACT ULO          PROGRESS ULO  CAGE    17981     TOTAL     22,752,614.53    82,224.49       467,796.04

SCI TECHNOLOGY INC  F0461187D0008 0004    508131.00       508131.00       374141.00     91MAY05          .00  3    0.73
SCI TECHNOLOGY INC  F4260088C1419         672669.00       672669.00       438511.00     91JAN04          .00  1    0.65
SCI TECHNOLOGY INC  F0461187D0008 0022    621739.00       621739.00       403642.00     91JAN04          .00  1    0.64
SCI TECHNOLOGY INC  N0016388C0034        8983616.00      8740343.15      5598692.67     91FEB08          .00  1    0.64

CONTRACT OBL           CONTRACT ULO      PROGRESS ULO
CAGE    2J622   TOTAL    10,786,155.00 10,542,882.15     6,814,986.67

CBI NA-CON INC         N0016787C0088      47091000.00  44112943.76       27619473.80   91JAN11        .00  3    0.62

CONTRACT OBL           CONTRACT ULO      PROGRESS ULO  CAGE   2P160   TOTAL     47,091,000.00  4,112,943.76    27,619,473.80
PRECISION CABLE OF     N001638C0041      185461.32    1391351.60   374765.21   91OCT28                  .00  1    0.26

CONTRACT OBL           CONTRACT ULO      PROGRESS ULO  CAGE       24581   TOTAL    1,854,610.32     1,391,351.60
374,765.21
TELEDYNE LEWISBURG     F0960389C2293     191129.83       143347.39  60945.05   91OCT31           .00   1    0.42
TELEDYNE LEWISBURG     DAAJ0989C0939     250000.10       250000.10  69294.00   91DEC06           .00   1    0.27
MICRODOT INC           DLA50089C0019      4500.00       1050.00.50             .00

CONTRACT OBL      CONTRACT ULO  PROGRESS ULO  CAGE   26687   TOTAL   441,129.93  393,347.49     130,239.05
*****************************************************************************************************************
```

FIGURE 2.8.2-1

d. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT AZS0095A	Progress Payment Analysis
DATE	DDMMMYY
CAO CODE	Contract Administration Office
PAGE	Page number
CONTRACTOR	Contractor's name
PIIN Number	Procurement Instrument Identification (Contract Number).
SPIIN	Supplemental Procurement Instrument Identification Number (Call/Order Number).
CONTRACT OBL	Obligated amount of contract
CONTRACT ULO	Unliquidated obligation.
PROGRESS ULO	Amount of Unliquidated Progress Payments unliquidated.
NEXT PPR	Next scheduled progress payment review date (YYMMMDD).
F/A LIMIT	First Article Limitation, if required.
S/R	Status Review Code (1, 2, or 3). Refer to part 2, chapter 7, NPA Record.
PPULO %	Progress Payment Unliquidated Obligation Percentage (Progress Payment ULO divided by Contract ULO).

NOTES: To qualify for inclusion on this report, the following conditions must be met:

   a. A progress payment unliquidated obligation (PPULO) less than zero (a credit) must exist on the CAR work file.

   b. The PPULO is equal to or greater than 25 percent of the unliquidated contract value.

   c. Contract must be in Part A, Section 1.

2.8.2.2 AZS0160A - TOP BUYING ACTIVITIES TOTALS

a. Data Summary

PURPOSE: To provide summary reports of showing
                                section 1 prime contracts of buying
                                activities selected by a specific
                                count sorted as follows. Report
                                consists of five parts: A list of <u>all</u>
                                buying activities sorted alpha-
                                betically, a list sorted by highest
                                to lowest contract count (restricted
                                by the count parameter), a list
                                sorted by the total dollar amount
                                (also restricted by count parameter),
                                and two lists by organization
                                code with <u>all</u> buying activities,
                                sorted once by total dollar amount
                                and then one by contract count.

SOURCE OF DATA: Data Base Files (PINS/PINV)

TYPE/MEDIUM: Request to OTIS - User must indicate
                                number for count, i.e., top 10, top 50,
                                etc./standard aper

FREQ/RETENTION: As required, can be set up to run
                                monthly,quarterly, etc./User
                                determination

JOB NAME: AYZS0014

OUTPUT RESPONSE: Products do not update the database and
                                can therefore be run during the day if
                                circumstances dictate. Report prints
                                25 hits per page.

NOTE: Sample page that follows represents only one of the five sorts,
sorted by ORG then contract count.

b. Sample Report

```
**************************************************************************
REPORT NUMBER AZS0160A           DATE 31 JAN 91           PAGE 1

                    TOP BUYING ACTIVITIES TOTALS

   BUY ACT     ORG CODE    CONTRACT COUNTS    TOTAL AMOUNTS OF CONTRACTS

   DAAHO1        AB           2333                    887,301,056.41
   F09603        AB            801                    176,207,301.89
   N00383        AB            459                     27,267,126.92
   DLA500        AB            438                      6,834,023.18
   DLA700        AB            316                     15,216,674.77
   N00104        AB            288                     21,005,566.51
   DLA400        AB            223                     13,698,637.62
   F34601        AB            204                     15,542,962.84
   DAAA09        AB            203                    414,061,488.39
   F41608        AB            198                     33,199,739.76
   DLA100        AB            156                    528,642,584.29
   DLA900        AB            145                      1,971,216.80
   DAAE07        AB            131                    148,900,746.03
   DAAB07        AB            122                     37,969,679.70
   F42600        AB            112                     13,122,336.55
   N00189        AB            105                      1,189,990.39
   DAAJ09        AB            105                     24,660,273.00
   N68520        AB             84                      7,688,003.34
   DAAK01        AB             81                    132,023,873.17
   F04606        AB             77                     45,993,839.10
   DAAA21        AB             70                     42,559,374.09
   N61339        AB             66                    132,340,324.09
   DLA120        AB             63                     12,411,701.03
   N00024        AB             46                     80,180,918.42
   DASG60        AB             42                    190,130,106.99
**************************************************************************
                        FIGURE 2.8.2-2
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT AZS0160A	Top buying activity totals per selected data and specific number count.
DATE	DDMMMYY.
PAGE	Page number, breaks on sort.
BUY ACT	Buying activity DoD Activity Address Code (DoDAAC).
ORG CODE	Organization code (on selected sorts only).
CONTRACT COUNT	Total contracts in Section 1, prime only.
TOTAL AMOUNT OF CONTRACTS	Total dollar accumulation from the total amount of contract, face value of the contract field in the PINS file.

2.8.2.3 AZS0180A - STATE TOTALS

   a. Data Summary

   PURPOSE: To provide a District report by state
                               of the contracts in section 1, parts
                               A and B, displaying the number of
                               contractors, contracts, total
                               dollar amount and total unliquidated
                               obligation.

   SOURCE OF DATA: Data Base Files (PINS/PINV)

   TYPE/MEDIUM: Request to OTIS/Standard paper

   FREQ/RETENTION: As required, can be set up to run
                               monthly, quarterly, etc./User
                               determination (long term retention
                               of data will help show trends).

   JOB NAME: AYZS0017

   OUTPUT RESPONSE: Product does not update the database
                               and may therefore be run during
                               the day if circumstances dictate.
                               Sort is alphabetical by state.
                               Job will also produce top CAGE
                               totals, Report AZS0200A.

   b. Sample Report

****
REPORT NUMBER AZS0180A   DATE 31 JAN 91   PAGE 1

                            STATE TOTALS

   STATE   CONTRACTORS CONTRACTS   TOTAL AMOUNT   UNLIQ. OBLIGATION

   AL   385   4,753   3,500,894,943.32   1,445,778,091.55
   FL   763   8,752   16,381,854,113.90   6,324,938,634.75
   GA   320   1,921   2,010,206,044.28   519,416,113.37
   LA   2   16   573,378,159.00   4,466.00
   MS   68   1,181   1,018,586,874.18   236,090,403.19
   MC   304   2,610   2,530,135,919.96   559,642,809.03
   PR   37   120   376,497,022.04   191,683,592.57
   SC   133   582   931,312,829.45   268,197,933.03
   TN   239   1,624   1,950,748,689.58   1,065,029,856.66
****
                         FIGURE 2.8.2-3

c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT AZS0180A   State totals of contracts for selected
                                  data.

DATE   DDMMMYY.

PAGE   Page number.

STATE   Two position alpha designation of state.

CONTRACTORS   Total count of contractors selected.

TOTAL AMOUNT   Total dollar accumulation from the total
                                  amount of contract, face value of the
                                  contract field in the PINS file.

UNLIQ. OBLIGATION   Total remaining dollar obligation on
                                  selected contracts or calls/orders after
                                  disbursements have been made.

2.8.2.4 AZS0200A - TOP CAGE TOTALS

a. Data Summary

PURPOSE: To provide summary reports of section
                           1, part A and B contracts by
                           contractor's CAGE code of selected
                           counts, sorted as follows. Report
                           consists of six parts: a list of all
                           CAGE codes sorted alphabetically, a
                           list sorted by higher ULO to lower
                           (restricted by count parameters), a
                           list of total amount of contract (count
                           restricted), a list by contract count
                           (count restricted), a list by state
                           (all CAGE codes) with a second sort by
                           contractor name and a final report by
                           zip code with a second sort by
                           contractor name.

SOURCE OF DATA: Data Base Files (PINS/PINV).

TYPE/MEDIUM: Request to OTIS - User must indicate
                           number for count, i.e., top 10, top 50,
                           etc./standard paper.

FREQ/RETENTION: As required, can be set up to run
                           monthly, quarterly, etc./User
                           determination.

JOB NAME: AYZS0017

OUTPUT RESPONSE: Product does not update the database
                           and may be run during the day if
                           circumstances dictate. However, counts
                           will be increased slightly due to
                           contracts being updated (summary
                           edited) for that day. If run in the
                           night cycle, this variance will not be
                           encountered. A special run for a
                           specific org code is available by
                           contacting OTIS.

NOTE 1: Alpha sort count is used for MIR data element 020A08.

NOTE 2: Sample product that follows represents only one of the six
sorts. Sort displayed is by ZIP code.

b. Sample Report

```
***************************************************************************
REPORT NUMBER AZS0200A          TOP FSCM TOTALS      DATE 31 JAN 91     PAGE 94

        ORG                                     CONT

FSCM  CD  NAME                      CITY          ST  ZIP    TOT-AMT-K        ULO          COUNT
6R855 AO PAN AM WORLD SERVICES INC  STENNIS SPAC  MS  39529       6000         00 00        2
0E0J2 AB CON-TECH POWER SYSTEMS INC LAKESHORE     MS  39558      776.00       776.00        2
1HL59 AB JOHNSON ENGINEERING AND    LONG BEACH    MS  39560  165,817.33   131,232.84        7
1T291 AB LEE ENGINEERING & WAREHOUSE LONG BEACH   MS  39560   42,376.26     5,197.97        2
0B2V6 AB L & E MARINE CO            MOSS POINT    MS  39563  149,420.00   149,420.00        1
0D8F6 AB RIVER CITY MACHINE WORKS   MOSS POINT    MS  39563  335,924.00    35,924.00        1
8U363 AB WILLIAMS MACHINE WORKS INC MOSS POINT    MS  39563   41,994.26    41,994.26        3
2P875 AB PFG PRECISION OPTICS INC   OCEAN SPRINGS MS  39564  143,198.70   119,736.15       16
54287 AB ALPHA OPTICAL SYSTEMS INC  OCEAN SPRINGS MS  39564   77,340.00    77,340.00        3
24851 AB BAUSCH & LOMB-FERSON OPTICS OCEAN SPRINGS MS 39564    3,131.48     3,131.00        1
9S432 AB BIRD-JOHNSON CO            PASCAGOULA    MS  39567   10,064.00 7,569,124.09       26
52891 AB PRECISION ENGINEERING AND  PASCAGOUL     MS  39567   17,327.50    16,517.50        3
0C8U0 AB ACCUTECH CO                WIGGINS       MS  39577  224,380.00    44,380.00        1
0BRP5 AB GREAT AMERICAN WIREBOUND BOX FERNWOOD    MS  39635   28,094.05     4,938.45        1
81793 AB TRANSPORT TRAILER MFG CO   FERNWOOD      MS  39635       54.70        54.70        1
53120 AB TEKNAMED CORP              COLUMBUS      MS  39704  156,810.06   156,810.06        2
2T907 AB BRYAN FOODS INC            WEST POINT    MS  39773  487,265.05   487,265.05        2
53100 AN MARTIN MARIETTA CORP       NEW ORLEANS   LA  70189 563,426,521.00  4,466.00       15
0BDT1 AN COMPUTER SCIENCES CORP     SLIDELL       LA  70458 9,951,638.00       00           1

TOTAL NUMBER OF CONTRACTORS ON THIS REPORT    2251
***************************************************************************
```

FIGURE 2.8.2-4

c. Report Element Description

REPORT TOTAL	ELEMENT DESCRIPTION
REPORT AZS0200A	CAGE totals of contracts for selected data.
TOP CAGE TOTALS	Report title, Note H8, CAGE and CAGE all represent a similar code.
DATE	DDMMMYY
PAGE	Page number. Note - final page of report has total contractors count.
CAGE	Commercial and Government Entity
ORG CODE	Two position organization code of specific Contract Administration Office.
NAME	Contractor's company name.
CITY	Self explanatory.
ST	Two position state code.
ZIP	Five or nine position ZIP code. Note: ZIP code sort will display whatever code is in the system, action may be necessary to correct encoded data.
TOT-AMT-K	Total amount of contract from the PINS file, face value of contract.
ULO	Total remaining dollar obligation on selected contractor data taken from section 1, parts A and B contracts.
CONT COUNT	Total contract count for selected data.
TOTAL NUMBER OF CONTRACTORS ON THIS REPORT.	Self explanatory, statement will appear only on last page of report.

2.8.2.5 REPORT AZS0280A - CONTRACTORS ASSIGNED TO ACO FOR ORG

   a. Data Summary

   PURPOSE: To provide a list of contractors assigned
                               to the ACO by org in the District for
                               contracts in sections 1 and 2.

   SOURCE OF DATA: Address file known as ADRS.

   TYPE/MEDIUM: Automatically generated on the 5th workday
                               of each quarter on standard paper.

   FREQ/RETENTION: Quarterly/User Determined.

   JOB NAME: AYZS0027

   OUTPUT RESPONSE: Sorted by CAO, ACO and contractor name.

   b. Sample Report

****
REPORT NUMBER AZS0280A   DATE 08 FEB 91   PAGE 9

                 CONTRACTORS ASSIGNED TO ACO BB FOR ORG AB

FSCM   NAME   CITY   ST ZIP
21305   THE SINGER CO/US DIV   MURFREESBORO TN 37130
3J559   TRANSACT INTERNATIONAL   CORDOVA   TN 38018
63018   TRANSWIND INC   GOODLETTSVIL TN 3707214
4W964   TRIAD MICROSYSTEMS INC   HUNTSVILLE   AL 35803
6Y980   TRINER SCALE AND MFG CO INC   MEMPHIS   TN 38118
0AM05   TRU-LINE TOOL AND MFG CO INC EAGLEVILLE   TN 37060
35879   TSM CORP   BARTLETT   TN 38134
67579   TYLER JACK ENGINEERING CO OF MEMPHIS   TN 38118
6S752   U S INDUSTRIES INC   FRANKLIN   TN 3706439
1G790   UNION OIL CO OF CALIFORNIA   MEMPHIS   TN 3810625
1CU25   UNIVERSAL ELECTRONICS INC   NASHVILLE   TN 37202
OG6B0   US TOOL & GAUGE INC   PARIS   TN 38242
7R254   VOLLRATH CO THE   GALLAWAY   TN 38036
7V942   W-F INDUSTRIES   DYER   TN 38330
1BZ91   WATTS SUPPLY CO   ARDMORE   TN 3844991
26772   WEGO PRECISION MACHINE   SHELBYVILLE   TN 37160

                      TOTAL CONTRACTORS FOR ACO BB 212

****
                        FIGURE 2.8.2-5

c. Data Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT AZS0280A   ACO report showing contractors administered
for   selected data.

DATE   DDMMMYY

CAGE   Commercial and Government Entity)

NAME   Contractor's name.

CITY   Self explanatory.

ST   Two position state code.

ZIP   First five/seven positions of the ZIP code.

TOTAL CONTRACTORS   Total contractors selected for specific
FOR ACO   ACO, prints only on last page for each ACO
                                 sort.

2.8.3 BOSTON (REPORT ID: B)

2.8.3.1 DCMC CONTRACTOR ALERT LIST

  a. Data Summary

  PURPOSE: Compiles a listing of all Contractors
                                in the Contractor Improvement Program
                                (CIP) and those being recommended
                                for a Preaward Survey prior to award
                                of a contract. Contains reasons codes
                                for a contractor's inclusion on the
                                list.

                                Report is compiled from data from all
                                Districts and placed on a Electronic
                                Bulletin Board for easy access.

                                The report sample depicted is only
                                representative of the format used. All
                                Contractor information is fictitious.

  SOURCE OF DATA: Each DCMD forwards CIP/PAS data to
                                Boston in the Contractor Alert format.

  TYPE/MEDIUM: Output report - Compiled data file
                                which is loaded on the Boston Bulletin
                                Board System (BBS).

  FREQUENCY: Monthly

  JOB NAMES: The following jobs are run on the
                                Boston mainframe to produce the final
                                product:

                                BYAAMM10 - Runs the final DCAL
                                BYAAMM12 - Takes DCAL file back from IV
                                            Phase
                                BYAAMM15 - Runs the Final DCAL
                                BYAAMM19 - Creates file for producing
                                            Additions and Deletions
                                            sections of DCAL
                                BYAAMM20 - Runs Additions and
                                            Deletions reports
                                BYAAMM25 - Downloads DCAL to BBS
                                BYAAMM30 - Purges DCAL off system

b. Sample Report

****
    1. THE ENCLOSED DCMC CONTRACTOR ALERT LIST (CAL) CONTAINS
INFORMATION COLLECTED FROM THE DEFENSE CONTRACT ADMINISTRATION SERVICES
REGIONS (DCMRS) ON CONTRACTORS UNDER THEIR RESPECTIVE CONTRACT
ADMINISTRATION COGNIZANCE.   CONTRACTORS ARE PUT ON THE LIST WHEN THEY
ARE PLACED IN THE CONTRACTOR IMPROVEMENT PROGRAM (CIP), OR WHEN THEY ARE
RECOMMENDED FOR A PAS BY THE DCMR FOR A PARTICULAR REASON.

    2. THE LIST IS TO SERVE AS NOTICE TO CONTRACTING OFFICERS THAT,
BASED UPON INFORMATION AVAILABLE AT THE DCMR HAVING CONTRACT
ADMINISTRATION COGNIZANCE, A CONDITION EXISTS AT THE CONTRACTOR'S
FACILITY WHICH THE CONTRACTING OFFICER SHOULD CONSIDER PRIOR TO AWARDING
THE CONTRACT. AT A MINIMUM, THE CONTRACTING OFFICER SHOULD CONSULT WITH
THE PREAWARD SURVEY MONITOR (PASM) AT THE DEFENSE CONTRACT
ADMINISTRATION SERVICES MANAGEMENT AREA (DCASMA)/DEFENSE CONTRACT
ADMINISTRATION SERVICES PLANT REPRESENTATIVE (DCASPRO) WHICH JAS
COGNIZANCE OVER THE CONTRACTOR TO DETERMINE THE NECESSITY FOR A FORMAL
PAS AND TO OBTAIN THE MOST CURRENT, ACCURATE AND COMPLETE INFORMATION.
ALTHOUGH EVERY EFFORT IS MADE TO UPDATE THE LIST USING THE LATEST
INFORMATION, ERRORS OR INACCURACIES MAY EXIST.

    3. THE LIST SHALL NOT BE USED BY CONTRACTING OFFICERS AS A BASIS
FOR A RESPONSIBILITY DETERMINATION. THAT A CONTRACTOR IS ON THE LIST
DOES NOT INDICATE A CONTRACTOR IS NOT RESPONSIBLE. THE CONTRACTING
OFFICER MUST CONTINUE TO MAKE A RESPONSIBILITY DETERMINATION ON EACH
CONTRACTOR USING ALL INFORMATION AVAILABLE AT THE TIME OF THE
DETERMINATION.

QUESTIONS CONCERNING THE PROGRAM SHOULD BE DIRECTED TO MR. DAN MORIARTY,
DCMC-AP, AV 284-7652. QUESTIONS CONCERNING TECHNICAL INPUT SHOULD BE
DIRECTED TO MS. ESY DUNN, DCMR-VOS-AP, AV 955-4267.
OFFICIAL USE ONLY
****
                         FIGURE 2.8.3-1a

b. Sample Report

```
**************************************************************************
RUN DATE O2 21 91 DCMC  C O N T R A C T O R   A L E R T   L I S T  AS OF
EOM 01 90                                                    PAGE    1

STATUS CAGE    CONTRACTOR          CITY         ST   CAS   REASON
                                                          CODE

C  12345  A. BROTHERS INC      JAMESTOWN    NY   021   02 03
R  32B40  ABC MFG CORP         MAPLEWOOD    OH   O57   02 04
R  9876Z  A.C.E SOFTWARE       JACKSONVILLE FL   011   02
C  27834  ANGLO ERIKSON CO INC OXNARD       CA   117   03
R  970G1  BARGAIN TECHNOLOGIES FERGUSON     MO   160   02 04
C  36159  CLUTZ METALS         SEABROOK     NH   020   10
R  07832  DISC-PAK DYNAMICS    WEST NEWTON  PA   145   01 02 03
R  74488  FALCON PLASTICS      ROWLEY       MA   020   04
C  44273  LYON SYSTEMS         IRVINE       CO   162   03
C  2468E SUPREME NUGGETS INC   DALLAS       CA   108   02 04
R  JB337  VIKING CANVAS        ALBUQUERQUE  MI   060   02 10

STATUS CODES: C=CIP  R=CONTRACTORS RECOMMENDED FOR PREAWARD SURVEY
REASON CODES: 01=TECHNICAL 02=PRODUCTION 03=QUALITY 04=FINANCIAL
05=ACCOUNTING 06=PROPERTY 07=TRANSPORTATION 08=PACKAGING
09=SECURITY 10=SAFETY 11=ENVIRONMENT/ENERGY 12=LATE PROPOSAL 13=OTHER
14=NONE 15=NONE

MUCH OF THIS DATA HAS BEEN DEVELOPED IN RESPONSE TO SPECIFIC REQUESTS TO
EVALUATE THE CONTRACTOR'S POTENTIAL RESPONSIBILITY TO PERFORM ON A
SPECIFIC CONTRACT.

THE FACT THAT A CONTRACTOR IS ON THIS LIST DOES NOT, BY ITSELF, INDICATE
THAT THE CONTRACTOR IS NON-RESPONSIBLE.  ANY DECISION CONCERNING A
CONTRACTOR'S RESPONSIBILITY MUST BE MADE ON ITS OWN MERITS IN THE
CONTEXT OF AN INDIVIDUAL ACQUISITION.
OFFICIAL USE ONLY
**************************************************************************
                    FIGURE 2.8.3-1b
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
RUN DATE	MM DD YY.
DCMC CONTRACTOR ALERT LIST	Report name - no number.
AS OF EOM DATE	End-of-Month. DDYY. Depicts status as of the end of the month prior to the run date.
PAGE	Self-explanatory.
STATUS	Alpha code; either a C (Contractor Improvement Program) or R (Recommended for Preaward Survey.
CAGE	Contractor and Government Entity Code.
CONTRACTOR	Contractor name.
CITY, STATE	Self-explanatory.
CAS CODES	Three position numeric identifier of the cognizant Contract Administration Office. Source: DoD Directory of Contract Administration Services Components - DLA 4105.4
REASON	A two position numeric code; 01-15

    01 = Technical
    02 = Production
    03 = Quality
    04 = Financial 05 = Accounting
    06 = Property
    07 = Transportation
    08 = Packaging
    09 = Security
    10 = Safety
    11 = Environment/Energy
    12 = Late Proposal
    13 = Other
    14 = None
    15 = None

NOTE: A narrative statement report with Reason Code explanations at the bottom of each page.

2.8.3.2 BGAA01 - FORTY CONTRACTORS WITH HIGHEST UNLIQUIDATED DOLLAR
         VALUE

a. Data Summary

PURPOSE: Report 01 lists the top 40 contractors
                           by highest ULO, sorted by CAO. The CAO
                           uses the report as a management tool,
                           used by Commanders, Contract Management
                           Chiefs, and Program and Technical
                           Support Operations Management Branch
                           Chiefs to monitor the largest
                           contractors. This is one of a series
                           of four reports. The 03 is discussed
                           in the next section. The 02 and 04
                           reports are District roll ups for
                           management staff visibility.

SOURCE OF DATA: Data Base.

TYPE/MEDIUM: Output Report/Standard Paper.

FREQUENCY/RETENTION: Monthly/As Required.

JOB NAME: BGAA01, 02, 03, 04

b. Sample Report

```
***********************************************************************************
REPORT NUMBER BGAA 01          AS OF 31 JAN 91          CAO CODE DB
DCMAO  BOSTON                                           PAGE  1
FORTY CONTRACTORS WITH HIGHEST UNLIQUIDATED DOLLAR VALUE UNDER
PRODUCTION SURVEILLANCE DELIVER TO DCRB-HCP PREPARED BY PHIL CLEAVES


CONTRACTOR            CITY         STATE ZIP CD NO CTS DEL PCT   OBLIGATION        UNLIQUIDATED
KOLLSMAN DIV OF SEQUA MERRIMACK    NH    03054    183   35 19.1% $592,838,707.17 $160,804,377.09
SACO DEFENSE INC      SACO         ME    04072     41   18 43.9% $134,854,022.77  $63,801,239.89
SIMPLEX WIRE & CABLE C PORTSMOUTH  NH    03801     17    6 35.3%  $89,590,883.11  $62,289,282.58
ANALYTIC SCIENCES CORP READING     MA    01867    137   49 35.8% $146,154,940.51  $47,015,446.33
  **
SIPPICAN INC          MARION       MA    02738     32   11 34.4% $124,588,330.16  $45,681,340.05
HONEYWELL INC         LEXINGTON    MA    02173     74   36 48.6% $174,742,951.72  $43,763,019.43
LORAL HYCOR INC       WOBURN       MA    01801     15    8 53.3%  $93,267,155.23  $43,458,255.79
DYNAMICS RESEARCH CORP WILMINGTON  MA    01887     85   49 57.6% $154,056,063.30  $42,898,220.07
NORTHROP CORP         NORWOOD      MA    02062     48   26 54.2% $325,937,963.66  $39,207,211.70
VARIAN MATERIALS INC  BEVERLY      MA    01915    127   37 29.1%  $66,007,640.33  $31,729,187.44
FIBER MATERIALS INC   BIDDEFORD    ME    04005     12    4 33.3%  $47,739,047.24  $29,836,819.18
ENTWISTLE CO THE      HUDSON       MA    01749     19   12 63.2%  $27,221,620.84  $23,225,702.58
EG AND G INC          SALEM        MA    01970      8    3 37.5%  $26,045,014.00  $22,745,865.74
C F S AIR CARGO INC   WEST WARWICK RI    02893    121    1  0.8%  $98,394,347.51  $21,528,313.10
BBN SYSTEMS & TECH COR CAMBRIDGE   MA    02238    123   42 34.1% $161,270,976.15  $20,962,854.60
SPEARS ASSOCIATES INC NORWOOD      MA    02062     48   13 27.1%  $77,838,834.83  $20,147,580.01
ANALYTICAL SYS ENG COR BURLINGTON  MA    01803     62   30 48.4%  $73,170,370.73  $20,105,479.11
EASTERN TECHNOLOGIES L N ANDOVER   MA    01845     13    6 46.2%  $31,107,924.86  $16,121,050.54
EASTERN CANVAS PRODUCT WARD HILL   MA    01830     17   16 94.1%  $20,522,609.18  $15,211,659.18
WARREN PUMPS INC      WARREN       MA    01083    499  257 51.5%  $27,598,163.65  $15,166,478.22
TLG INC DBA SDM CORP  SALEM        NH    03079     11    6 54.5%  $21,230,812.07  $14,059,092.71
AQUIDNECK DATA CORP   MIDDLETOWN   RI    02840     28    6 21.4%  $18,691,108.44  $12,728,654.84
INFRAMETRICS INC      BILLERICA    MA    01862      9    4 44.4%  $13,609,467.38  $12,658,107.04
TECH RESOURCES INC    MILFORD      NH    03055     20    9 45.0%  $17,247,877.47  $12,638,442.67
BACHAN CORP           MIDDLETON    MA    01949     17   10 58.8%  $12,438,253.90  $12,018,257.38
BIRD-JOHNSON CO       WALPOLE      MA    02081     80   14 17.5%  $13,195,312.84  $10,630,255.12
C-Q CONSTRUCTION CORP WATERTOWN    MA    02172      1       0.0%  $10,078,283.00  $10,078,283.00
GRANITE STATE MACHINE MANCHESTER   NH    03105     32   12 37.5%  $17,606,257.09   $9,001,101.64
SCHAFER W J ASSOCIATES CHELMSFORD  MA    01824     12    4 33.3%  $27,925,461.04   $8,905,526.17
MICROWAVE TECHNIQUES I RAYMOND     ME    04071     12    4 33.3%   $9,511,445.78   $7,778,656.98
SOFTECH INC           WALTHAM      MA    02154     68    8 11.8%  $71,836,068.03   $7,771,178.69
DIELECTRIC COMMUNICATI RAYMOND     ME    04071     22    6 27.3%   $9,097,341.13   $7,732,054.08
PACER SYSTEMS INC     BILLERICA    MA    01821    104   31 29.8%  $32,618,160.99   $7,498,922.02
HAZELTINE CP EL/ACOU S BRAINTREE   MA    02184     14    7 50.0%   $8,322,153.34   $7,424,868.34
AMETEK AEROSPACE      WILMINGTON   MA    01887     45       0.0%   $7,099,031.41   $7,080,724.41
OMNI-WAVE ELEC CORP   GLOUCESTER   MA    01930     34   17 50.0%   $9,240,631.01   $7,016,821.41
LITTLE ARTHUR D INC   CAMBRIDGE    MA    02140     41   15 36.6%  $30,300,521.68   $6,933,761.61
ARMTEC INDUSTRIES INC MANCHESTER   NH    03103     61    5  8.2%   $7,036,262.70   $6,848,959.00
TOTALS FOR FIRST FORTY CONTRACTORS              2292  817 35.8% $2,830,032,016.25 $945,503,049.74

TOTALS FOR ALL  1207 CONTRACTORS ***    9490  3234    34.1% $4,513,265,874.85 $1,441,613,456.73
***********************************************************************************
```

<div align="center">

FIGURE 2.8.3-2

</div>

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT BGAA01	Forty Contractors with Highest Unliquidated Dollar Value Under Production Surveillance.
CAO CODE	Two position code of Contract Administration Office.
CONTRACTOR	Contractor name.
CITY	Self-explanatory.
STATE	Self-explanatory.
ZIP CD	Self-explanatory.
NO CTS	Number of contracts.
DEL	Number of contracts delinquent.
PCT	Percent of contracts delinquent.
OBLIGATION	Self-explanatory.
UNLIQUIDATED	Self-explanatory.

2.8.3.3 BGAA03 - FORTY CONTRACTS WITH HIGHEST UNLIQUIDATED DOLLAR
          VALUE

a. Data Summary

PURPOSE: This report lists the top 40 contracts
                                with highest ULO in descending order,
                                sorted by CAO. The CAO also uses this
                                report as a management tool. It is
                                used by Commanders, Contract Management
                                Chiefs, and Program and Technical
                                Support Operations Management Branch
                                Chiefs to monitor the largest
                                contracts. This report complements the
                                BGAA01. Two additional reports in this
                                series BGAA02 and 04 are District roll-
                                ups and provide visibility for District
                                management.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report/Standard Paper

FREQ/RETENTION: Monthly/As Required

JOB NAME: BGAA01, 02, 03, 04

b. Sample Report

```
*********************************************************************************
REPORT NUMBER BGAA 01           AS OF 31 JAN 91           CAO CODE DB
DCMAO  BOSTON                                             PAGE  1
FORTY CONTRACTORS WITH HIGHEST UNLIQUIDATED DOLLAR VALUE UNDER
PRODUCTION SURVEILLANCE DELIVER TO DCRB-HCP PREPARED BY PHIL CLEAVES

CONTRACTOR           CITY         STATE  ZIP CD  NO CTS  DEL PCT   OBLIGATION           UNLIQUIDATED
KOLLSMAN DIV OF SEQUA MERRIMACK    NH    03054    183     35  19.1%  $592,838,707.17  $160,804,377.09
SACO DEFENSE INC     SACO          ME    04072     41     18  43.9%  $134,854,022.77   $63,801,239.89
SIMPLEX WIRE & CABLE C PORTSMOUTH  NH    03801     17      6  35.3%   $89,590,883.11   $62,289,282.58
ANALYTIC SCIENCES CORP READING     MA    01867    137     49  35.8%  $146,154,940.51   $47,015,446.33
  **
SIPPICAN INC         MARION        MA    02738     32     11  34.4%  $124,588,330.16   $45,681,340.05
HONEYWELL INC        LEXINGTON     MA    02173     74     36  48.6%  $174,742,951.72   $43,763,019.43
LORAL HYCOR INC      WOBURN        MA    01801     15      8  53.3%   $93,267,155.23   $43,458,255.79
DYNAMICS RESEARCH CORP WILMINGTON  MA    01887     85     49  57.6%  $154,056,063.30   $42,898,220.07
NORTHROP CORP        NORWOOD       MA    02062     48     26  54.2%  $325,937,963.66   $39,207,211.70
VARIAN MATERIALS INC BEVERLY       MA    01915    127     37  29.1%   $66,007,640.33   $31,729,187.44
FIBER MATERIALS INC  BIDDEFORD     ME    04005     12      4  33.3%   $47,739,047.24   $29,836,819.18
ENTWISTLE CO THE     HUDSON        MA    01749     19     12  63.2%   $27,221,620.84   $23,225,702.58
EG AND G INC         SALEM         MA    01970      8      3  37.5%   $26,045,014.00   $22,745,865.74
C F S AIR CARGO INC  WEST WARWICK  RI    02893    121      1   0.8%   $98,394,347.51   $21,528,313.10
BBN SYSTEMS & TECH COR CAMBRIDGE   MA    02238    123     42  34.1%  $161,270,976.15   $20,962,854.60
SPEARS ASSOCIATES INC NORWOOD      MA    02062     48     13  27.1%   $77,838,834.83   $20,147,580.01
ANALYTICAL SYS ENG COR BURLINGTON  MA    01803     62     30  48.4%   $73,170,370.73   $20,105,479.11
EASTERN TECHNOLOGIES L N ANDOVER   MA    01845     13      6  46.2%   $31,107,924.86   $16,121,050.54
EASTERN CANVAS PRODUCT WARD HILL   MA    01830     17     16  94.1%   $20,522,609.18   $15,211,659.18
WARREN PUMPS INC     WARREN        MA    01083    499    257  51.5%   $27,598,163.65   $15,166,478.22
TLG INC DBA SDM CORP SALEM         NH    03079     11      6  54.5%   $21,230,812.07   $14,059,092.71
AQUIDNECK DATA CORP  MIDDLETOWN    RI    02840     28      6  21.4%   $18,691,108.44   $12,728,654.84
INFRAMETRICS INC     BILLERICA     MA    01862      9      4  44.4%   $13,609,467.38   $12,658,107.04
TECH RESOURCES INC   MILFORD       NH    03055     20      9  45.0%   $17,247,877.47   $12,638,442.67
BACHAN CORP          MIDDLETON     MA    01949     17     10  58.8%   $12,438,253.90   $12,018,257.38
BIRD-JOHNSON CO      WALPOLE       MA    02081     80     14  17.5%   $13,195,312.84   $10,630,255.12
C-Q CONSTRUCTION CORP WATERTOWN    MA    02172      1          0.0%   $10,078,283.00   $10,078,283.00
GRANITE STATE MACHINE MANCHESTER   NH    03105     32     12  37.5%   $17,606,257.09    $9,001,101.64
SCHAFER W J ASSOCIATES CHELMSFORD  MA    01824     12      4  33.3%   $27,925,461.04    $8,905,526.17
MICROWAVE TECHNIQUES I RAYMOND     ME    04071     12      4  33.3%    $9,511,445.78    $7,778,656.98
SOFTECH INC          WALTHAM       MA    02154     68      8  11.8%   $71,836,068.03    $7,771,178.69
DIELECTRIC COMMUNICATI RAYMOND     ME    04071     22      6  27.3%    $9,097,341.13    $7,732,054.08
PACER SYSTEMS INC    BILLERICA     MA    01821    104     31  29.8%   $32,618,160.99    $7,498,922.02
HAZELTINE CP EL/ACOU S BRAINTREE   MA    02184     14      7  50.0%    $8,322,153.34    $7,424,868.34
AMETEK AEROSPACE     WILMINGTON    MA    01887     45          0.0%    $7,099,031.41    $7,080,724.41
OMNI-WAVE ELEC CORP  GLOUCESTER    MA    01930     34     17  50.0%    $9,240,631.01    $7,016,821.41
LITTLE ARTHUR D INC  CAMBRIDGE     MA    02140     41     15  36.6%   $30,300,521.68    $6,933,761.61
ARMTEC INDUSTRIES INC MANCHESTER   NH    03103     61      5   8.2%    $7,036,262.70    $6,848,959.00
TOTALS FOR FIRST FORTY CONTRACTORS               2292    817  35.8% $2,830,032,016.25  $945,503,049.74

TOTALS FOR ALL  1207 CONTRACTORS ***    9490   3234   34.1% $4,513,265,874.85 $1,441,613,456.73
*********************************************************************************
                          FIGURE 2.8.3-3
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT BGAA03	Forty Contracts with Highest Unliquidated Dollar Value Under Production Surviellance.
CAO CD	Two position code of Contract Administration Office.
PIIN	Contract Number.
SPIIN	Call/Order Number.
ITEM	Goods/services being procured (noun).
CONTRACTOR	Contractor name.
CITY	Self-explanatory.
STATE	Self-explanatory.
ZIP	Self-explanatory.
OBLIGATION	Self-explanatory.
UNLIQUIDATED	Self-explanatory.

2.8.3.4 BOSZ01 - ALPHABETIC LIST OF CONTRACTORS

  a. Data Summary

PURPOSE: A series of reports (BOSZ01,02,03,04)
                               with different variations are used in
                               the analysis of delinquencies for
                               specific Buying Activities. Reports
                               list all contractors alphabetically,
                               number of contracts, number of
                               delinquencies, obligation, and
                               unliquidated balance.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report/Standard Paper

FREQUENCY/RETENTION: Monthly/As Required

JOB NAME: BUYMINI1

b. Sample Report

```
************************************************************************************************************
REPORT NUMBER BOSZ01                             AS OF 31 JAN 91                                    PAGE  1

BUYING ACTIVITY DLA400                    ALPHABETIC LIST OF CONTRACTORS

CONTRACTOR            CITY          STATE  BUY ACT   ORG   NO CTS   DEL   PCT      OBLIGATION     UNLIQUIDATED

A & M ENGINEERED COMPO  MARLBORO    MA     DLA400    DB      2       2    100.0%    $27,300.00      $27,300.00
ACCESSORY CONTROL & EQ  WINDSOR     CT     DLA400    DC      1            0.0%       $5,567.50       $5,567.50
ACME NORTHEAST INC      BOSTON      MA     DLA400    DB      1            0.0%      $77,682.34         $317.32
ADAMS RUSSELL CO INC    AMESBURY    MA     DLA400    DB     32       3    9.4%     $166,888.00     $119,383.00
ADAMS-RUSSELL CO INC A  BURLINGTON  MA     DLA400    DB      1            0.0%      $10,838.00       $5,994.00
BAIRD CORP             BEDFORD      MA     DLA400    DB      3            0.0%      $93,492.95      $93,492.95
BATTENFIELD CRACE & O   N TONAWANDA NY     DLA400    DF     35      14    40.0%  $8,828,013.78   $3,862.613.39
BEESTON INC            BIDDEFORD    ME     DLA400    DB      1       1    100.0%    $15,436.80      $15,436.80
BLODGETT G S CO INC    BURLINGTON   VT     DLA400    DC      1            0.0%           $0.00           $0.00



************************************************************************************************************
```

FIGURE 2.8.3-4

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT BOSZ01	Alphabetic List of Contractors
BUYING ACTIVITY DLA400	Identifies contents as being for Buying Activity DLA400, Defense General Supply Center (DGSC).
CONTRACTOR	Contractor name.
CITY	Self-explanatory.
STATE	Self-explanatory.
BUY ACT	Buying Activity DoD Activity Address Code (DoDAAC).
ORG	Contract Administration Office Organization Code.
NO CTS	Number of contracts.
DEL	Number of delinquent contracts.
PCT	Percent of delinquent contracts.
OBLIGATION	Self-explanatory.
UNLIQUIDATED	Self-explanatory.

2.8.3.5 BYCM01 - NORM ANALYSIS DETAIL

a. Data Summary

PURPOSE: This is an extract from the data base.
                           The report lists those contracts by ACO
                           that are within the Norm Analysis
                           parameters. This report is used by
                           both management and the field.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report/NIPS Paper

FREQUENCY/RETENTION: Monthly

JOB NAME: BYCMMO1

OUTPUT RESPONSE: Report BYCM01 listing by ORG Code;
                           shows ORG, Contract Number, Contractor,
                           ACO, Industrial Specialist, Production
                           Surveillance Code, Final Delivery Date,
                           Obligation, and Unliquidated Balance.

b. Sample Report

ORG	PIIN/SPIIN	CONTRACTOR	ACO	IS	PA	TY	AC	CAT	FDD	OBLIGATED	UNLIQUIDATED
DB	N0001489C0140	AERODYNE RESEARCH INC	A1	AT	A3	2U	P	2	89304	73,973.00	755.00
DB	F0960389C0710	ALPHA INDUSTRIES INC	A1	AT		1J	P	2	89342	139,860.00	.00
DB	N0010289C0035	ANIXTER BROS INC	A1	AT		1J	P	3	89148	18,805.00	194.18
DB	DAAG4685C0069	AVCO/TEXTRON SPECIALTY	A1	AT		6U	P	2	00000	478,534.00	6,687.30
DB	DLA70085MQH27	DYNAMICS RESEARCH CORP	A1	AT		6Y	P	3	85212	91.00	91.00
DB	F0960389C1387	FREQUENCY SOURCES INC	A1	AT		1J	P	2	89253	17,381.00	17,381.00
DB	N0010485GA141Y324	FREQUENCY SOURCES INC	A1	AT		1J	P	2	89032	5,674.00	1,829.00
DB	N0060078D09730003	HEWLETT-PACKARD CO	A1	AT		6J	P	2	89274	319,639.68	38,361.31
DB	DAAD0787D01460013	INFRAMETRICS INC	A1	AT		6J	P	2	89078	473,800.00	94,760.00
DB	F3406189C1691	PARLEX CORP	A1	AT		1J	P	2	89365	83,220.00	23,360.00
DB	F0863588C0261	PHYSICAL SCIENCES INC	A1	AT		2J	P	2	89059	49,722.00	49,722.00
DB	FO863589C0064	PHYSICAL SCIENCES INC	A1	AT		2J	P	3	89095	49,678.00	49,678.00
DB	N0016387C0258	SDI INC	A1	AT		1J	P	2	88274	28,114.00	750.00
DB	DAAH0183CA169	W J SCHAFER ASSOC INC	A1	AT		2U	P	3	89031	4,984,282.00	79,892.10
DB	N0003983C0033	WANG LABS INC	A1	AT		6J	P	3	85090	285,957.50	3,864.55

       TOTALS FOR THIS ACO =   15

| DB | F0960382D34420009 | ADAMS RUSSELL CO INC | A2 | AF | | 5J | P | 2 | 00000 | 115,500.00 | 4,467.00 |
| DB | F0960388C1161 | ADAMS RUSSELL CO INC | A2 | AF | | 1J | P | 2 | 89329 | 50,933.00 | 29,830.00 |

****

FIGURE 2.8.3-5

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT BYCM01	Part A Norm Analysis Detail
CAO	Contract Administration Office.
REPORT BYCM01	Norm Analysis Detail.
ORG	Contract Administration Office Organizational Code.
PIIN/SPINN	Contract Number/Call or Order Number.
CONTRACTOR	Contractor's name.
ACO	Administrative Contracting Officer.
IS	Industrial Specialist Code.
PA	Property Administration Specialist Code.
TY	Contract type.
AC	Assignment code.
CAT	Production category (1, 2, or 3).
FDD	Final Delivery Date. (Julian).
OBLIGATED	Self-explanatory.
UNLIQUIDATED	Self-explanatory.

2.8.4 CHICAGO REPORT (REPORT ID: X)

   The following two reports (PSTA 01, PSTA 02) developed by DCMD Chicago
have been standardized. These Reports have been included in part 2,
chapter 6 of this manual. The new report numbers are:

     UYFM26 - AUTOMATED PROGRESS PAYMENT ANALYSIS
     UYFM28 - REJECTED PROGRESS PAYMENT AGE REPORT

These two reports will be deleted from part 2, chapter 8 for the next
update.

2.8.4.1 PSTA 01 - AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS

   a. Data Summary

   PURPOSE: To provide visibility of causes of
                                 Progress Payment Request Rejections SF
                                 Forms 1443 by error code.

   SOURCE OF DATA: Progress Payment Master File.

   TYPE/MEDIUM: Output Report - Standard Paper

   FREQUENCY/RETENTION: Daily - Retain at the branch/division
                                 level for one year for historical
                                 tracking.

   SORT SEQUENCE: ORG Code, ACO Code, Contractor Name,
                                 PIIN/SPIIN

   PAGE BREAK: Full Page

   TOTALS: Totals for ORG-CD

   JOB NAME: XYFMDD05

b. Sample Report

```
*****************************************************************************************************************
REPORT NUMBER PSTA01              DATE 91 MAR 07         CAO CODE GG                            PAGE 0001

                                 AUTOMATED PROGRESS PAYMENT ERROR ANALYSIS

                                                                      ERROR MESSAGES
                      0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4
                      1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6
ACO WB CONTR KEARNEY AND TRECKER
PIIN/SUP N0060089C0245=SUBM 003 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0
PP NO 001 PP REQ DATE 91 MAR 07 FMS
PP $ VAL          456 312

ACO WB CONTR MCNALLY INDUSTRIES I
PIIN/SUP N0002487C5404=SUBM 002 0 1 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
PP NO 034 PP REQ DATE 91 MAR 07 FMS
PP $ VAL          382 679

ACO WB CONTR MCNALLY INDUSTRIES I
PIIN/SUP F0960389C1860 SUBM 003 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0
PP NO 001 PP REQ DATE 91 MAR 07 FMS
PP $ VAL            1 491

ACO WB CONTR SUPERIOR-LINDGERWOOD
PIIN/SUP N0002489C4024=SUBM 001 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0
PP NO 001 PP REQ DATE 91 MAR 07 FMS
PP $ VAL           76 500

                                          TOTAL CAO ERRORS

01-000 02-001 03-000 04-002 05-002 06-000 07-000 08-002 09-001 10-002 11-000 12-002 13-001 14-001 15-001 16-000 17-001
18-000
19-001 20-001 21-001 22-000 23-001 24-001 25-000 26-000 27-000 28-000 29-000 30-000 31-000 32-000 33-000 34-000 35-002
36-000
37-004 38-003 39-000 40-000 41-000 42-000 43-000 44-000 45-000 46-000

                                          END OF REPORT
*****************************************************************************************************************
```
                                  FIGURE 2.8.4-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT PSTA01	Automated Progress Payment Error Analysis.
DATE	Report Date (YYMMMDD).
ORG CODE	CAO report routing code.
PAGE	Page number.
ERROR MESSAGES	(See next element number description).
0 0.....4 5	Progress Payment Error Message Numbers: listed in 1, 2, 4, 6 DLAM 8000.3 under paragraph 2.2.3.1 entitled Data Base and Math Errors
ACO	ACO assigned to referenced contract(s).
CONTR	Contractor Name.
PIIN/SUP	Contract number (including Call or Order Number, if applicable).
PP NO	Progress Payment request number.
PP REQ DT	Progress Payment request date.
FMS	A Y indicates an FMS progress payment.
PP $ VAL	Dollar amount of Progress Payment request.
TOTAL CAO ERRORS	Total counts by Error Code Number for the applicable CAO CODE.

2.8.4.2 PSTA 02 - REJECTED PROGRESS PAYMENTS AGE REPORT

a. Data Summary

PURPOSE: To determine the age of outstanding
                                unpaid SF Forms 1443.

SOURCE OF DATA: Progress Payment Master File.

TYPE/MEDIUM: Output Report - Standard Paper.

FREQUENCY/RETENTION: Daily - Should be retained at the
                                branch/division level for 30 days.

SORT SEQUENCE: ORG Code, PIIN, SPIIN, Progress Payment
                                Number

PAGE BREAK: Full Page

TOTALS: Totals for ORG-CD

JOB NAME: XYFMDD05

b. Sample Report

```
*********************************************************************************************************
REPORT NUMBER PSTA 02    DATE 91 MAR 07  REJECTED PROGRESS PAYMENTS AGE REPORT    CAO CODE GG  PAGE 0001

P.I.I.N.      SPIIN  PP= FMS INIT PROC ORG ACO NO OF                      NUMBER OF DAYS
              NO    DATE  SUBM 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25+ 30+35+

N0002487C5404        034       91MAR05  GG  WB   2      X

DAAK018800038 0002   003       91MAR01  GG  WB   2             X

DAAB0789CK150        001       91FEB23  GG  WB   2X

F096C389C1860        001       91MAR01  GG  WB   2           X

N0002489C4092        002       91FEB26  GG  WB   2               X

NO DAYS  1  2 3  4  5  6  7  8 9  10  11  12  13 14  15 16  17  18 19 20  21 22 23  24  25+  30+  35+ 40+

NO PPS  0  1 0  0  0  2  0  0 1  0   0   1   0  0   0  0   0   0  0  0   0  0  0   0   0    0    0   0

  END OF REPORT
*********************************************************************************************************
```

FIGURE 2.8.4-2

2-590

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT PSTA02	Rejected Progress Payments Age Report.
DATE	Report date (YYMMDD).
ORG CODE	CAO report routing code.
PAGE	Page number.
PIIN	Contract number.
SPIIN	Order or Call number.
PP NO	Progress Payment Request (PPR) number.
FMS	A Y indicates an FMS progress payment request.
INIT PROC DATE	Date referenced progress payment number was initially processed into the system by DFAS.
ORG	CAO cognizant of referenced contract(s).
ACO	ACO/CA assigned to referenced contract(s).
NO OF SUBM	Number of submissions by the DFAS from and including the initial process date.
NO OF DAYS	An X will indicate the age of referenced progress payment request calculated from the initial process date. NOTE: The date the progress payment request was actually rejected to the ACO for review and appropriate corrective action is not the aging criteria. Upon payment, they will automatically be purged from the report. For management visibility purposes, PPRs should not be routinely deleted from the age report.
STATISTICAL SUMMARY	(See the following two report elements)
NO DAYS	Days after initial process date.
NO PPPS	Total progress payment requests by age in days.
END OF REPORT	Indicates end of report for referenced CAO Code.

2.8.5 CLEVELAND (REPORT ID: W)

2.8.5.1 WCAR33 - CLOSED CONTRACTS YEAR-TO-DATE

a. Data Summary

PURPOSE: This application maintains a history
                             file of contracts that have been moved
                             to Section 5 of the CAR during the
                             current month. The history file is
                             then used to provide a listing for
                             use by the Files Section. Other
                             reports produced are those contracts
                             closed in dollar value over and under
                             $25,000. These are used to separate
                             contract folders in order to prepare
                             them for shipment to the Federal Record
                             Center. The Report Title is somewhat
                             of a misnomer as the history file
                             is accumulative from the time the
                             application is first processed to
                             date. There is no program provision
                             for the purging of contracts.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report/Standard Paper-
                             Microfiche

FREQ/RETENTION: Monthly/Individually determined

JOB NAME: WYCMMM05

b. Sample Report

```
***********************************************************************************************************
REPORT NUMBER WCAR 33                                                                          PAGE 7318
                            CLOSED CONTRACTS YEAR-TO-DATE    FISCAL YEAR 1991   AS OF 28 FEB 1991
                                 CONTRACTOR            OBLIGATED    DATE        TRANSFERRED        FEDERAL
CONTRACT NUMBER   ACO   CONTRACTOR NAME      SEQUENCE    ORG   DOLLAR       RETIRED     LOCATION           RECORD
                                 NUMBER                VALUE                                       CENTER
DLA500 83 C1280   B7    TIMKEN CO THE            60038   JB      $28,100    83 334
DLA13H 84 C1280   M2    BECHARA'S BROTHERS COFF  1A504   JJ   $1,601,843    85 120
DLA400 85 C1280   J6    SYSTEMS RESEARCH LABS    14590   TY      $38,560    85 334
DLA700 86 C1280   J7    APT MFG INC              9T065   JF                 88 335
DAAE07 87 C1280   B6    ANCHOR TOOL AND DIE CO   2W534   JB      $25,802    87 303
DLA400 87 C1280   M5    GIC THERMODYNAMICS INC   58971   JJ      $49,456    88 029
DLA900 87 C1280   J6    MIAMI COMPUTER SUPPLY    5V092   JF      $51,189    87 149
F42600 88 C1280   L3    AEROSPACE AMERICA INC.   18014   JJ      $73,341    88 244
DAAH01 80 C1380   J3    PSYCHOMETRICS, INC.      56275   JF     $341,457    81 365
F41608 81 C1380   B4    FIGGIE INTL/HARTMAN EL   74063   JB      $29,336    82 334
F34601 82 C1380   W2    CCC PRATT & WHITNEY AI   00198   JR      $25,475    84 060
F41608 83 C1380   A6    AVTRON MANUFACTURING I   01014   JB      $75,899    84 274
DLA700 84 C1380   H2    SAFEGARD CORP INC        14536   JF       $2,000    88 305
DAAE07 85 C1380   M2    HIGHLAND MFG INC         8H158   JJ      $32,330    86 151
DLA400 85 C1380   H1    KECO INDUSTRIES INC      94833   TY      $39,904    85 243
DLA700 85 C1380   S4    HOLLAND HITCH            74410   UB      $29,808    85 365
DLA700 86 C1380   L4    AEROQUIP CORP            00624   JJ      $66,060    87 120
F34601 86 C1380   M2    HART PRECISION PRODUCT   13077   JJ      $51,855    88 091
***********************************************************************************************************
```

FIGURE 2.8.5-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT WCAR33	Closed Contracts Year-To-Date.
PAGE	Page Number.
CONTRACT NUMBER	The Procurement Instrument Identification Number (PIIN) and Supplemental Procurement Instrument Identification Number (SPIIN) where applicable.
ACO	The Administrative Contracting Officer.
CONTRACTOR NAME	Self-explanatory.
CONTRACTOR SEQUENCE NUMBER	Contractor and Government Entity (CAGE) Code.
ORG	Contract Administration Office Organization Code.
OBLIGATED DOLLAR VALUE	Self-explanatory.
DATE RETIRED	Date contract was officially forwarded to the appropriate Federal Record Center (Julian).
TRANSFERRED LOCATION	Numerical Record Identifier (Accession Numbers/Agency Box Number).
FEDERAL RECORD CENTER	Physical alpha/numeric location numbers at storage facility.

2.8.5.2 WYCF99 - CANADIAN DUTY FREE CONTRACTS

   a. Data Summary

   PURPOSE: The purpose of this report is to
                                   provide to DCMAO NY and DCMAO Ottawa
                                   visibility on the Canadian contractors
                                   that have contracts with Duty Free
                                   requirements.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Output Report/Standard Paper

   FREQ/RETENTION: Monthly/User Determined

   JOB NAME: WYCFMM00/WYCFMM01

   SORT SEQUENCE: PIIN/SPIIN and new Canadian contracts.

   PAGE BREAK: Full Page

    b. Sample Report

```
**********************************************************************************************
28 FEB 91                                                              REPORT NUMBER WYCF 99

P I I N         SPIIN CONTRACTOR NAME        FINAL DEL DATE  OBL AMT   DATE  CANADIAN DUTY FREE CONTRACTS

DLA40088M0500         MAGNUS CHEMICALS LTD   05 21 90        000000547 022890

DLA90088MH700         CANADIAN MARCONI CO    09 10 90        000000277 022890
F4160888M2400         LUCAS INDUSTRIES CN/AE 12 31 91        000017439 022890
DAABO788CP001         CCC NAUTICAL ELECTRONI 05 27 89        000103195 022890
F3104088C0001         HURRICANE RESCUE CRAFT 12 27 90        000058249 022890
N0038388G7101   T258  CCC PRATT AND WHITNEY  05 23 90        000005337 022890
N0038388G7101   T259  CCC PRATT AND WHITNEY  05 20 90        000000053 022890
F3460188M1703         MENASCO AEROSPACE LTD  09 26 90        000009537 022890
DLA50088MN004         GENERAL MOTORS OF CANA 08 18 91        000001857 022890
DLA40089MB905         LITTON SYSTEMS CANADA  09 27 91        000004322 022890
**********************************************************************************************
```
                          FIGURE 2.8.5-2

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
DATE	Report Date (DDMMMYY).
REPORT WYCF99	Canadian Duty Free Contracts.
PAGE	Page Number.
PIIN	Procurement Instrument Identification Number (Contract Number).
SPIIN	Supplemental Procurement Instrument Identification Number (Call/Order Number).
CONTRACTOR NAME	Contractor's name.
FINAL DEL DATE	Final Delivery Date (MMDDYY).
OBL AMT	Current Total Contract Obligation.
DATE	As-of-Date for particular contract identified (MMDDYY).

2.8.5.3 WYCM04 - SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE
        BY CONTRACT QUANTITY

   a. Data Summary

   PURPOSE: The purpose of this report is to
                                 produce a monthly report which displays
                                 the number of contracts, total
                                 obligated amounts and total
                                 unliquidated amounts for each Buying
                                 Activity. May be used by District
                                 staff for customer relations visits and
                                 workload projections.

   SOURCE OF DATA: Data Base - monthly scheduled
                                 requirement. No input required.

   TYPE/MEDIUM: Output Report - Standard Paper/
                                 Microfiche

   FREQ/RETENTION: Monthly

   JOB NAME: WYCMMM06

   SORT SEQUENCE: Buying Activity descending order.

   PAGE BREAK: Full page

   TOTAL: By Buying Activity.
                                 Beginning of the month totals.
                                 Received during the month totals.
                                 Closed during the month totals.
                                 End of the month totals.
                                 Grand total of all contracts -
                                 obligated amount, unliquidated
                                 amount.

b. Sample Report

```
********************************************************************************************************************
REPORT NUMBER  WYCM 04  SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE BY CONTRACT QUANTITY  DATE 28 FEB 91  PAGE  1

BUY ACT DLA700  BEGINNING OF THE MONTH TOTAL ON HAND =  5,514  OBLIGATED =  $176,947,360.23  UNLIQUIDATED =  $89,647,408.46
                          RECEIVED DURING THE MONTH =    905  OBLIGATED =    $8,328,864.19  UNLIQUIDATED     $7,742,220.14
                          CLOSED DURING THE MONTH =      787  OBLIGATED =    $7,344.298.84  UNLIQUIDATED =          $804.76
                    END OF THE MONTH TOTAL ON HAND =  5,632  OBLIGATED =  $181,040,744.04  UNLIQUIDATED     $90,230,599.98


BUY ACT DLA900  BEGINNING OF THE MONTH TOTAL ON HAND =  4,139  OBLIGATED =  $101,617,227.44  UNLIQUIDATED =  $55,367,607.45
                          RECEIVED DURING THE MONTH =    465  OBLIGATED =    $4,196,265.77  UNLIQUIDATED =    $3,800,723.71
                          CLOSED DURING THE MONTH =      510  OBLIGATED =    $3,142,779.33  UNLIQUIDATED =          $893.36
                    END OF THE MONTH TOTAL ON HAND =  4,094  OBLIGATED =  $102.557,552.49  UNLIQUIDATED =  $55,597,047.39


BUY ACT DAAEO7  BEGINNING OF THE MONTH TOTAL ON HAND =  2,277  OBLIGATED =   $87,683,032.23  UNLIQUIDATED =  $25,625,791.31

                          RECEIVED DURING THE MONTH =    236  OBLIGATED =   $34,574,883.19  UNLIQUIDATED =  $16,358,199.99
                          CLOSED DURING THE MONTH =      206  OBLIGATED =    $7,039,624.01  UNLIQUIDATED =          $136.80
                    END OF THE MONTH TOTAL ON HAND =  2,307  OBLIGATED =   $79,481,686.13  UNLIQUIDATED =  $22,645,053.78


BUY ACT NOO383  BEGINNING OF THE MONTH TOTAL ON HAND =  2,235  OBLIGATED =  $419,579,146.82  UNLIQUIDATED = $212,710,016.99
                          RECEIVED DURING THE MONTH =    496  OBLIGATED =   $22,278,247.30  UNLIQUIDATED =  $20,017,995.98
                          CLOSED DURING THE MONTH =      152  OBLIGATED =    $9,220,063.20  UNLIQUIDATED =        $9,925.95
                    END OF THE MONTH TOTAL ON HAND =  2,579  OBLIGATED =  $412,905,789.57  UNLIQUIDATED = $204,461,913.50


BUY ACT F09603  BEGINNING OF THE MONTH TOTAL ON HAND =  1,985  OBLIGATED =  $997,616,071.04  UNLIQUIDATED = $476,382,596.54
                          RECEIVED DURING THE MONTH =    348  OBLIGATED =   $13,545,455.84  UNLIQUIDATED =  $10,521,788.54
                          CLOSED DURING THE MONTH =      137  OBLIGATED =   $10,126,938.38  UNLIQUIDATED =            $0.01
                    END OF THE MONTH TOTAL ON HAND =  2,196  OBLIGATED =  $999,865,314.73  UNLIQUIDATED = $468,968,083.74
********************************************************************************************************************
```

FIGURE 2.8.5-3

c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT WYCM04   Special Buying Activity Report in
                                  Descending Sequence by Contract Quantity.

DATE   Report Date (DDMMMYY).

PAGE   Page Number.

BUY ACT   The six position Buying Activity DoD
                                  Activity Address Code (DoDAAC).

BEGINNING OF THE MONTH   Total contracts/obligated
                                  dollars/unliquidated TOTAL ON HAND
                                  dollars.

RECEIVED DURING THE MONTH   Total contracts/obligated dollars/
                                  unliquidated dollars.

CLOSED DURING THE MONTH   Total contracts/obligated dollars/
                                  unliquidated dollars.

END OF THE MONTH TOTAL   Total contracts/obligated dollars/
                                  unliquidated   ON HAND dollars.

2.8.5.4 WYCM05 – SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE
         BY OBLIGATED AMOUNT

a. <u>DATA SUMMARY</u>

PURPOSE: The purpose of this report is to
                                produce a monthly report which
                                displays the number of contracts,
                                total obligated amounts and total
                                unliquidated amounts for each Buying
                                Activity. May be used by District
                                staff for customer relations visits
                                and workload projections.

SOURCE OF DATA: Data Base - monthly scheduled
                                requirement. No input required.

TYPE/MEDIUM: Output Report - Standard Paper/
                                Microfiche

FREQ/RETENTION: Monthly

JOB NAME: WYCMMM06

SORT SEQUENCE: Buying Activity descending order.

PAGE BREAK: Full page

TOTAL: By Buying Activity.
                                Beginning of the month totals.
                                Received during the month totals.
                                Closed during the month totals.
                                End of the month totals.
                                Grand total of all contracts -
                                obligated amount, unliquidated
                                amount.

b. Sample Report

```
******************************************************************************************************************
REPORT NUMBER  WYCM 05  SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE BY OBLIGATED AMOUNT   DATE 28 FEB 91  PAGE  1

BUY ACT N00024  BEGINNING OF THE MONTH TOTAL ON HAND =215  OBLIGATED =$2,820,849,827.12  UNLIQUIDATED = $673,433,494.24
                       RECEIVED DURING THE MONTH =       9  OBLIGATED =      $495,034.00  UNLIQUIDATED =     $32,168.00
                       CLOSED DURING THE MONTH =         3  OBLIGATED =    $5,613,448.02  UNLIQUIDATED   =         $0.00
                       END OF THE MONTH TOTAL ON HAND = 221  OBLIGATED =$2,843,741,812.10  UNLIQUIDATED = $695,455,943.68


BUY ACT N00019  BEGINNING OF THE MONTH TOTAL ON HAND  193  OBLIGATED =$1,111,777,949.39  UNLIQUIDATED = $176,970,923.68
                       RECEIVED DURING THE MONTH =       6  OBLIGATED =    $1,194,387.39  UNLIQUIDATED     $1,194,387.39
                       CLOSED DURING THE MONTH =         1  OBLIGATED =            $0.00  UNLIQUIDATED =         $0.00

                       END OF THE MONTH TOTAL ON HAND 198  OBLIGATED =$1,140,991,086.13  UNLIQUIDATED = $202,302,304.49


BUY ACT F09603  BEGINNING OF THE MONTH TOTAL ON HAND 1,985  OBLIGATED =  $997,616,071.04  UNLIQUIDATED = $476,382,596.54
                       RECEIVED DURING THE MONTH =     348  OBLIGATED =   $13,545,455.84  UNLIQUIDATED = $10,521,788.5
                       CLOSED DURING THE MONTH =       137  OBLIGATED =   $10,126,938.38  UNLIQUIDATED =         $0.01
                       END OF THE MONTH TOTAL ON HAND   2,196  OBLIGATED =  $999,865,314.73  UNLIQUIDATED = $468,968,083.74


BUY ACT F33657  BEGINNING OF THE MONTH TOTAL ON HAND = 532  OBLIGATED =  $866,556,375.40  UNLIQUIDATED = $233.292,484.69
                       RECEIVED DURING THE MONTH =      61  OBLIGATED =    $5,085,651.23  UNLIQUIDATED =  $4,590,354.88
                       CLOSED DURING THE MONTH =        14  OBLIGATED =   $12,723,885.10  UNLIQUIDATED =      $3,586.99
                       END OF THE MONTH TOTAL ON HAND =    579  OBLIGATED =  $860,112,480.02  UNLIQUIDATED = $235,246,099.27


BUY ACT NOOO32  BEGINNING OF THE MONTH TOTAL ON HAND =  10  OBLIGATED =  $742,889,962.19  UNLIQUIDATED =  $20,191,284.89
                       RECEIVED DURING THE MONTH =       0  OBLIGATED =            $0.00  UNLIQUIDATED =         $0.00
                       CLOSED DURING THE MONTH =         0  OBLIGATED =            $0.00  UNLIQUIDATED =         $0.00
                       END OF THE MONTH TOTAL ON HAND =    10  OBLIGATED =  $742,996,349.69  UNLIQUIDATED =  $19,399,359.99
******************************************************************************************************************
```
                              FIGURE 2.8.5-4

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT WYCM05	Special Buying Activity Report in Descending Sequence by Obligated Amount.
DATE	Report Date (DDMMMYY).
PAGE	Page number.
BUY ACT	The six position Buying Activity DoD Activity Address Code (DoDAAC).
BEGINNING OF THE MONTH TOTAL ON HAND	Total contracts/obligated dollars/unliquidated dollars.
RECEIVED DURING THE MONTH	Total contracts/obligated dollars/ unliquidated dollars.
CLOSED DURING THE MONTH	Total contracts/obligated dollars/ unliquidated dollars.
END OF THE MONTH TOTAL ON HAND	Total contracts/obligated dollars/ unliquidated dollars.

2.8.5.5 WYCM06 - SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE
         BY UNLIQUIDATED AMOUNT

   a. DATA SUMMARY

   PURPOSE: The purpose of this report is to
                                 produce a monthly report which
                                 displays the number of contracts,
                                 total obligated amounts and total
                                 unliquidated amounts for each Buying
                                 Activity. May be used by District
                                 staff for customer relations visits
                                 and workload projection.

   SOURCE OF DATA: Data Base - Monthly Scheduled
                                 Requirement. No input required.

   TYPE/MEDIUM: Output Report - Standard Paper/
                                 Microfiche.

   FREQUENCY/RETENTION: Monthly.

   JOB NAME: WYCMMM06.

   SORT SEQUENCE: Buying Activity Descending Order.

   PAGE BREAK: Full page.

   TOTAL: By Buying Activity.
                                 Beginning of the month totals.
                                 Received during the month totals.
                                 Closed during the month totals.
                                 End of the month totals.
                                 Grand total of all contracts -
                                 obligated amount, unliquidated
                                 amount.

b. Sample Report

```
*****************************************************************************************************************
REPORT NUMBER  WYCM 06 SPECIAL BUYING ACTIVITY REPORT IN DESCENDING SEQUENCE BY UNLIQUIDATED AMOUNT DATE 28 FEB 91  PAGE  1

BUY ACT N00024  BEGINNING OF THE MONTH TOTAL ON HAND =    215  OBLIGATED =$2,820,849,827.12  UNLIQUIDATED = $673,433,494.24
                          RECEIVED DURING THE MONTH =      9  OBLIGATED        $495,034.00  UNLIQUIDATED        $32,168.00
                          CLOSED DURING THE MONTH =        3  OBLIGATED =     $5,613,448.02  UNLIQUIDATED =           $0.00
                          END OF THE MONTH TOTAL ON HAND   221  OBLIGATED =$2,843,741,812.10  UNLIQUIDATED = $695,455,943.68


BUY ACT F09603  BEGINNING OF THE MONTH TOTAL ON HAND =  1,985  OBLIGATED =  $997,616,071.04  UNLIQUIDATED = $476,382,596.54
                          RECEIVED DURING THE MONTH =    348  OBLIGATED =    $13,545,455.84  UNLIQUIDATED = $10,521,788.54
                          CLOSED DURING THE MONTH =      137  OBLIGATED =    $10,126,938.38  UNLIQUIDATED =           $0.01
                          END OF THE MONTH TOTAL ON HAND = 2,196  OBLIGATED =  $999,865,314.73  UNLIQUIDATED = $468,968,083.74


BUY ACT F33657  BEGINNING OF THE MONTH TOTAL ON HAND =    532  OBLIGATED =  $866,556,375.40  UNLIQUIDATED = $233.292,484.69
                          RECEIVED DURING THE MONTH =     61  OBLIGATED =     $5,085,651.23  UNLIQUIDATED =   $4,590,354.88
                          CLOSED DURING THE MONTH =       14  OBLIGATED =    $12,723,885.10  UNLIQUIDATED =       $3,586.99
                          END OF THE MONTH TOTAL ON HAND =   579  OBLIGATED =  $860,112,480.02  UNLIQUIDATED = $235,246,099.27


BUY ACT F42600  BEGINNING OF THE MONTH TOTAL ON HAND =  1,004  OBLIGATED =  $519,814,820.13  UNLIQUIDATED = $242,075,817.08
                          RECEIVED DURING THE MONTH =     99  OBLIGATED =    $10,794,453.50  UNLIQUIDATED = $10,031,200.14
                          CLOSED DURING THE MONTH =       70  OBLIGATED =     $5,423,749.04  UNLIQUIDATED =           $0.00
                          END OF THE MONTH TOTAL ON HAND = 1,040  OBLIGATED =  $519,264,277.43  UNLIQUIDATED = $233,975,267.37


BUY ACT DAAA09  BEGINNING OF THE MONTH TOTAL ON HAND =    886  OBLIGATED =  $543,857,965.31  UNLIQUIDATED = $228,803,322.99
                          RECEIVED DURING THE MONTH =     92  OBLIGATED =     $8,873,584.51  UNLIQUIDATED =   $8,500,725.51
                          CLOSED DURING THE MONTH =       70  OBLIGATED =     $4,528,720.89  UNLIQUIDATED =           $0.00
                          END OF THE MONTH TOTAL ON HAND =   908  OBLIGATED =  $548,620,665.47  UNLIQUIDATED = $229,355,063.01
*****************************************************************************************************************
```

FIGURE 2.8.5-5

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT WYCM06	Special Buying Activity Report in Descending Sequence by Unliquidated Amount.
DATE	Report Date (DDMMMYY).
PAGE	Page number.
BUY ACT	The six position Buying Activity identification code.
BEGINNING OF THE MONTH TOTAL ON HAND	Total contracts/obligated dollars/ unliquidated dollars.
RECEIVED DURING THE MONTH	Total contracts/obligated dollars/ unliquidated dollars.
CLOSED DURING THE MONTH	Total contracts/obligated dollars/ unliquidated dollars.
END OF THE MONTH TOTAL ON HAND	Total contracts/obligated dollars/ unliquidated dollars.

2.8.5.6 QUERY - NORM ANALYSIS

   a. <u>DATA SUMMARY</u>

PURPOSE: To provide visibility to ACOs on
                                contracts in section 1 which are
                                physically complete and have not moved
                                to section 2 after a specified number
                                of days. This query can be run online
                                or by using the Batch - Query - Submit
                                application available at some
                                Districts.

SOURCE OF DATA: Data Base.

TYPE/MEDIUM: Output Report/Online or Standard Paper.

FREQUENCY/RETENTION: Online or Overnight Batch/As Required.

JOB NAME: NORM-BATCH when using overnight Batch
                                processing.

SORT SEQUENCE: Buying Activity, CAR part, section 1,
                                ACO Code, Final Delivery Date.

PAGE BREAK: Full Page.

b. Sample Report - Overnight Batch Processing

```
********************************************************************************************************************
                                  THURSDAY FEBRUARY 22ND, 1991   5:16PM   PAGE    1
                      NORM ANALYSIS
ACO        CONTRACTOR         PIIN/SPIIN        P K T I/A       ULO                   R8RMK                    FDD

A5      B F GOODRICH CO       27C1588DAAJ09     A 1 J  1      $57,915.00    PRODUCTION COMPLETE NOROOO7Z   89363    89334
                              05C4289N00383     A 1 J  1          $.00      PRODUCTION COMPLETE NOR0022Z   90008    89365
        B F GOODRICH CO THE   72C6084N00024     A 8 J  6   $4,070,541.37    PRODUCTION COMPLETE AAA0124Z   89307    89334
                              88C2388F42600     A 1 J  1      $56,115.00    PRODUCTION COMPLETE NOR0031Z   90031    89365
        BICRON CORP           63C0288N66001     A 1 J  2      $45,620.00    PRODUCTION COMPLETE BCN0001Z   89244    88354
        DEF-TEC CORP          65C0789F42600     A 1 J  6          $.00      PRODUCTION COMPLETE DEF0001Z   89265    89212
        MILL-ROSE CO          90D0189DLA7000002 A 1 K  1         $415.00    PRODUCTION COMPLETE MRC0008Z   89143    89149
    NIROYAL GOODRICH TIRE CO  85C1189DAAE07     A 1 J  1     $201,592.92    PRODUCTION COMPLETE FTW0006Z   90009    90006
    * SUB TOTALS *  COUNT = 8


A6         AJAX MFG CO        65C0988F04606     A 9 J  6       $7,878.75    PRODUCTION COMPLETE OPC0002Z   89142    89089
           BALL CORP          85C0188N00189     A 1 J  6          $.00      PRODUCTION COMPLETE ISD0002Z   89338    89229
     CLEVELAND RANGE CO DIV   89C2087DLA400     A 1 A  1          $.00      PRODUCTION COMPLETE CRC0009Z   88181    88191
                              60C1089DLA400     A 1 J  6          $.00      PRODUCTION COMPLETE CRC0005Z   89300    89262
                              06C5389DLA400     A 1 J  1      $72,375.00    PRODUCTION COMPLETE CRC0011Z   89299    U
     CLEVELAND TRENCHER CO    01C8988DLA700     A 1 J  6          $.00      PRODUCTION COMPLETE CLV0015Z   88355    90010
     DIVERSIFIED SERVICES CORP 69C0889DLA13H    A 1 J  2         $415.22    PRODUCTION COMPLETE DSC0025Z   89241    89227
                              42C0989DLA13H     A 1 J  2      $22,996.70    PRODUCTION COMPLETE DSC0010Z   89335    89299
                              48C0189DLA13H     A 1 J  1     $148,422.22    PRODUCTION COMPLETE RBN0033Z   89205    89090
         HARSHAW CHEMICAL CO  83C0189NOO612     A 1 J  6      $47,925.00    PRODUCTION COMPLETE NCC0009Z   89181    U
         HUNT VALVE CO INC    45C7089N00104     A 1 J  6      $25,870.00    PRODUCTION COMPLETE CANCELDZ   89145    89354
                              49MB489N00104     A 1 J  6          $.00      PRODUCTION COMPLETE WAE0004Z   89334    89265
     NORTHEAST FILTER & EQUIP 6497189DLA700     A 1 J  D       $2,292.00    PRODUCTION COMPLETE NPC0002Z   90017    90014
    * SUB TOTALS *  COUNT = 13
********************************************************************************************************************
```

FIGURE 2.8.5-6a

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
NORM ANALYSIS	Report name. No number.
ACO	Administrative Contracting Officer Code.
PIIN/SPIIN	Procurement Instrument Identification Number (Contract Number)/Supplemental Procurement Instrument Identification Number (Call/Order Number).
P	Contract Administration Report (CAR) Part Code (A, B, or C).
K	Kind Code.
T	Type Code.
I/A	Inspection/Acceptance Code.
ULO	Unliquidated Obligation.
R8-RMK	Information relative to contractors performance.
FDD	Final Delivery Date (Julian).

  d. Online Input Instructions for Batch and Online Report - Norm Analysis

    (1) These instructions assume that you know how to sign on and access MOCAS TIS Query. If you are not familiar with this process, then you should refer to your MOCAS Users Manual, DLAM 8000.3, Part 1, Chapter 3.

    (2) When you have accessed Query, the prompt NEXT will appear on the screen. At this point you are ready to start building your query for norm analysis.   Simply follow the instructions below by making entries at the NEXT prompt.

        (a) Type - DEFINE NORM-BATCH - and depress ENTER.

        (b) Type - USING ABST-ADM - and depress ENTER.

        (c) Type - TITLE IS NORM ANALYSIS - and depress ENTER.

        (d) Type - PRINT ACO-CODE AS ACO, CONT-NAME AS CONTRACTOR, PIIN-SPIIN, CAR-PART AS P, KIND AS K, TYPE AS T, CONT-INSP-ACPT AS I/A, UNLQ-DV-CONTR AS ULO, R8-RMK, FINL-DLVY-DT AS FDD - and depress ENTER.

(e) Type - IF ADM-BY-ACCKEY IS EQUAL TO ? AND CAR-PART IS EQUAL TO ? AND CAR-SEC IS EQUAL TO 1 AND CONTRR-ASGM-CD IS NOT EQUAL TO G AND FINL-DLVY-DT IS LESS THAN ? AND R8-RMK IS GREATER THAN FO AND R8-RMK IS LESS THAN FQ - and depress ENTER.

(f) Type - ORDER BY ACO-CODE ASCENDING, CONT-NAME ASCENDING - and depress ENTER.

(g) Type - WHEN ACO-CODE CHANGES, PRINT COUNT - and depress ENTER.

(h) Type - WHEN FINISHED, PRINT COUNT - and depress ENTER.

(i) Type - SAVE - and depress ENTER.

SAMPLE SCREEN - Online Input (Batch Query)

```
**********************************************************************
DEFINE NORM-BATCH                          USING ABST-ADM

TITLE IS NORM ANALYSIS
PRINT ACO-CODE AS ACO, CONT-NAME AS CONTRACTOR, PIIN-SPIIN,
CAR-PART AS P, KIND AS K, TYPE AS T, CONT-INSP-ACPT AS I/A
PRINT UNLQ-DV-CONTR AS ULO, R8-RMK, FINL-DLVY-DT AS FDD
IF ADM-BY-ACCKEY IS EQUAL TO ? AND CAR-PART IS EQUAL TO ? AND CAR-SEC
IS EQUAL TO 1 AND CONTRR-ASGM-CD IS NOT EQUAL TO G AND
FINL-DLVY-DT IS LESS THAN ? AND R8-RMK IS GREATER THAN FO AND
R8-RMK IS LESS THAN FQ
ORDER BY ACO-CODE ASCENDING, CONT-NAME ASCENDING
WHEN ACO-CODE CHANGES, PRINT COUNT
WHEN FINISHED, PRINT COUNT
SAVE
NEXT
**********************************************************************
```
FIGURE 2.8.5-6b

(3) You have now built and saved this norm analysis query. Now that you have saved the query, you will find it listed under the private queries listed for your access code. That means it will only show up on your menu when you enter the command QUERIES? at the NEXT prompt. If you have tested your query and it works well, you may want to make it available for anyone to use. You can do this with the command SAVE PUBLIC. Remember always to test your query so that you are satisfied with it before you make it public. Once you have saved it publicly it will show on everyone's screen when they enter the command QUERIES?

(4) If you havent tried entering the QUERIES? command, do so now. You will see your norm analysis query listed. In order to access the query, type in the command SHOW NORM-BATCH at the NEXT prompt, and then depress ENTER. Your query will now be displayed. If you need to edit the query see the edit procedures below.

(5) You can run query in either the online or batch modes. When a query is run in the batch mode, it is placed in a batch queue and run overnight. When it is run online, the query is run instantaneously. While it may seem advantageous to run all queries online there are several drawbacks to this. (a) A batch query can order the data. (b) A batch query can display a much longer print line. (c) You do not have to sit and attend to a batch query. (d) Queries are very power hungry and tend to bog down the mainframe, particularly if they are poorly written; this cannot only cause you to waste a lot of time, but also slow down the system for all other users. Online use of queries should be kept to a minimum.

(6) This query was written for the batch mode. To run it online, it would be best to modify it. This is discussed later. To input this query in the batch mode enter the following command at the NEXT prompt:

SUBMIT S3605A A 89100 - and depress ENTER.

(a) For every question mark in the query, data must be entered in the command line. The data must be entered in quotes as above.

(b) The S3605A is the DoDAAC for DCMAO Dayton, which indicates we are seeking contracts administered by that office. You would enter the appropriate DoDAAC for the office you select.

(c) The A indicates that you are seeking CAR-PART A contracts.

(d) The 89100 is a Julian date. Since norm analysis is based upon contracts that are 30 days past their contractual final delivery date, if you input a date that is 31 days before the current date, you would identify all contracts that are currently norm problems. If you used a date a little less than 30 days ago, then you would identify some additional contracts which could soon become norm problems; so you may want to use a date that is 20 or 25 days before the current date.

(7) To run a query in the online mode, simply change the command from SUBMIT to GO. For example, type - GO S3605 A 89100 - and depress ENTER. If you try this on this norm analysis query, you will be able to test it and find out if it works. Try it now, but first double check that you correctly input every keystroke of the query, or else it will not work properly.

(8) If you hit every keystroke of the query correctly, your query will run properly, and you will notice that the query stops each time it prints a contract on the screen and waits until you depress ENTER. This is the result of requesting more characters of data in the print line than there are on one line of the CRT (about 72 characters). So in order to get the query to run efficiently in the online mode, you will have to edit the query. This is something you will also have to do if you did not depress each keystroke correctly.

(9) Editing a query:

   (a) The first step is to call the query up on the screen, so type in the command SHOW NORM-BATCH - and depress ENTER.

   (b) Now use the arrow keys to move the cursor up into the body of the query and make corrections to the query. The instructions for modifying the query for online use follow.

      <u>1</u>. Move the cursor up to the PRINT instruction line, and delete the following: UNLQ-DV-CONTR AS ULO and R8-RMK

      <u>2</u>. Depress ENTER.

      <u>3</u>. The print instructions should now look like this:

      PRINT ACO-CODE AS ACO, CONT-NAME AS CONTRACTOR, PIIN-SPIIN, CAR-PART AS P, KIND AS K, TYPE AS T, CONT-INSP-ACPT AS I/A, FINL-DLVY-DT AS FDD.

      <u>4</u>. To save this query, enter the command SAVE NORM-ONLINE - and depress ENTER.

   Sample Screen - Online Edit

****
   DEFINE NORM-ONLINE

   TITLE IS NORM ANALYSIS

   PRINT ACO-CODE AS ACO, CONT-NAME AS CONTRACTOR, PIIN-SPIIN,
   CAR-PART AS P, KIND AS K, TYPE AS T, CONT-INSP-ACPT AS I/A
   PRINT FINL-DLVY-DT AS FDD

   IF ADM-BY-ACCKEY IS EQUAL TO ? AND CAR-PART IS EQUAL TO ? AND CAR-SEC
   IS EQUAL TO 1 AND CONTRR-ASGM-CD IS NOT EQUAL TO G AND
   FINL-DLVY-DT IS LESS THAN ? AND R8-RMK IS GREATER THAN FO AND
   R8-RMK IS LESS THAN FQ

   WHEN FINISHED PRINT COUNT

   NEXT go S3605A A 89100
****
                       FIGURE 2.8.5-6c

NOTE: Once you have saved a query under a name, you will not be able
to resave that query or any other using the same name. One easy way to
circumvent this problem is to add a number suffix to your query. For
example, if you modify a query named JAWS, you might want to call the
modified query JAWS2 or JAWS-2. If you want to replace the query JAWS
with JAWS-2, you must delete JAWS, save JAWS-2 as JAWS, then delete
JAWS-2. The command follows:

          Type - DELETE JAWS - and depress ENTER.

          Type - SHOW JAWS-2 - and depress ENTER.

          Type - SAVE JAWS - and depress ENTER.

          Type - DELETE JAWS-2 - and depress ENTER.

   Sample Screen - Edited On-Line Output

****

                    THURSDAY FEBRUARY 22ND, 1991   5:34 PM   PAGE......5
                                 NORM ANALYSIS
 ACO   CONTRACTOR   PIIN/SPIIN   P K T I/A   FDD
  H1 UNICOR   55F0688DLA400   A 1 J 6   89046
  J9 SUNBURY SUPPLY CO   62D0187DLA7000002   A 1 K 1   88302
  J9 SUNBURY SUPPLY CO   62D0187DLA7000003   A 1 K 1   89065
  H2 AT & T TELETYPE PROD SERVICE   64GA185N00104VL04   A 9 Y 1   87153
  H2 AT & T TELETYPE PROD SERVICE   64GA185N00104VL08   A 9 Y 1   88213
  H1 R/P INTL TECHNOLOGIES INC   65C4587F09603   A 1 J 1   89060
  J9 SUNBURY SUPPLY CO   83C0386DLA700   A 1 J 1   87224
  H1 DAVEY COMPRESSOR CO   89C0382F09603   A 5 J 6   88060
  J9 SUNBURY SUPPLY CO   96D0087DLA7000001   A 1 K 2   88266
  J9 SUNBURY SUPPLY CO   96D0087DLA7000002   A 1 K 2   89003
  * GRAND TOTALS * COUNT   86

   DONE

****
                         FIGURE 2.8.5-6d

NOTE: Refer to Report Element Description 2.8.5.6c for Figure 2.8.5.6d.

2.8.6 DALLAS (REPORT ID: J)

2.8.6.1 JCC106 - CONTRACTS REQUIRING SUPERVISORY REVIEW

   a. <u>DATA SUMMARY</u>

PURPOSE:	To provide a consolidated listing to supervisors which highlights overage, potential overage, delinquent, and potential delinquent contracts requiring review and appropriate action.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - As Determined Locally
JOB NAME:	JNCEMM5A
SORT SEQUENCE:	CAO/ACO/Contractor
PAGE BREAK:	Breaks occurs by ACO or full page.
TOTAL:	Not Applicable

b. Sample Report

```
**********************************************************************************************************************
REPORT NUMBER JCC106              DATE 05 FEB 91             CAO CODE LB                                  PAGE 0018

JCC106                    CONTRACTS REQUIRING SUPERVISORY REVIEW                 ** RUN AS OF 05 FEB 91 **

                   ORG  P     S  A  CNTRTR      CONTRACTOR NAME   EST     CITY     ST    ZIPCODE      I           BUY
   P I I N      SUPP CODE T ACO #  C  SEQ NR    SB  EFFECT RECVD   COMPL  NOUN        TYPE    SEC  IS PA PS A  DEPT  ACT

M FO9603 88 C3109    LB  A  CB 2  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N WILL BE OVER-AGE AFTER SIX WEEKS             J    88298 88305  U    0  CONNECTING 1JA1V  U   K4       3 1    F    RJ
R                                          CMPL89256 FAD89256 OVG90090  ECD       RSN                                2
R                                          TERM PER MOD P00001                                                      5
R                                          PRODUC    TION    COM  PLETE  TERM   DEFZ    89240                        8
R                                          0952                                                                     9

M DAAJ09 88 2818     LB  A  CB 1  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N *** DELINQUENT ***                           J    88168  88173    89304  ARM       U1JA1  U   K4       2 6    A    BS
R                                          F/A APP/DISPP 20                                                          6
R                                          CLIN 0  001AA   RS    N  KG7   RECV   RY   90 04 30                       8
R                                          26                                                                       9

M DAAA09 89 C0271    LB  A  CB 1  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N *** POTENTIAL DELINQUENT ***                 J    89132  89138    90051  SPRING    1JA6V  U   K4       2 6    A    BA
R                                          FAPPS APPRV/DISAPPRV 30 DAYS                                              5
R                                          CLIN 0  001AC   RS    N  KJ1   RECV   RY   90 05 31                       8
                                                            TOTAL CAO ERRORS
M DAAA09 89 C0273    LB  A  CB 1  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N *** DELINQUENT ***                           J    89093  89111    90030  KIT       5JA6   U   K4       2 6    A    BA
R                                          FAPPS APPRV/DISAPPRV 45 DAYS                                              5
R                                          CLIN 0  001AB   RS    N  KJ1   RECV   RY   90 06 30                       8

M DAAJ09 86 C0077    LB  A  CB 1  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N *** DELINQUENT ***                           J    86024  89279    87043  CUSHION   1JA1   U   K4       2 1    A    BS
R                                          REOPENPER A00001                                                         5

M DAAJ09 88 C0790    LB  A  CB 1  P  50888     A G H INDUSTRIES        FT WORTH  TX    76101
N *** DELINQUENT ***                           J    88103  88110    89348  SUPPORT, STR 1JA1V  U   K4    2 6    A    BS
R                                          APRVL/DSAPRVL 15 DAYS                                                     5
R                                          CLIN 0  001AA   RS    N  KJ1   RECV   RY   90 04 30                       8
R                                          05                                                                       9
**********************************************************************************************************************
```

                                         FIGURE 2.8.6-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT JCC106	Contracts Requiring Supervisory Review.
DATE	Report Date (DDMMMYY).
CAO CODE	Contract Administration Office.
PAGE	Page Number.
PIIN	Procurement Instrument Identification Number (Contract Number). The contract number is located on the M line as designated to the far left side of the report.
SUPP	Supplemental Procurement Instrument Identification Number (Call/Order Number).
ORG CODE	Contract Administration Office Organization Code.
PT	Contract Administration Report Part Number Code. For the supervisory review report it will always be CAR part A.
ACO	The Administrative Contracting Officer assigned.
S#	Contract Administration Report Section Number is a code assigned to a contract that depicts the status of a contract during its life cycle. A list of codes/explanations are contained in part 1, chapter 5, appendix 2.11 of this manual.
AC	Contract Assignment Code depicting the type of administrative responsibility assigned to a contract. For the supervisory review report it will always be code P for prime administration.
CNTRTR SEQ NR	Contractor Sequence Number reflects the Commercial and Government Entity (CAGE) assigned to identify each contractor separately.
CONTRACTOR NAME	Contractors name.
SB	The Size Business Category codes. For a list of codes/explanations see part 1, chapter 5, appendix 2.7 of this manual.

REPORT ELEMENT	ELEMENT DESCRIPTION
EFFECT date	Effective Date of the contract in Julian format.
RECVD	Received Date of the contract in Julian date format.
EST COMPL	Estimated Completion Date of the contract reflects the final delivery date in Julian date format.
CITY STATE ZIP CODE	Contractor's City, State, and ZIP Code.
NOUN	The name and/or description of the item being procured.
TYPE	The first two positions of this data field reflect the kind and type contract codes (part 1, chapter 5, appendices 2.8 and 2.9); the second two positions reflect the commodity code (part 1, chapter 5, appendix 2.2); the last position is a value engineering clause indicator (part 1, chapter 5, appendix 2.14).
SEC	Security Classification assigned to the contract. This field will be coded a U if unclassified or a C if classified.
IS	The Industrial Specialist or Contract Management Assistant Code.
PA	Property Administrator Code.
PS	Production Surveillance Code. A list of codes/explanations are contained in part 1, chapter 5, appendix 2.18 of this manual.
IA	Inspection/Acceptance Code. A list of codes is contained in part 1, chapter 5, appendix 2.23 of this manual.

REPORT ELEMENT	ELEMENT DESCRIPTION
DEPT	Department Code used for service agency designation. A list of codes is contained in part 1, chapter 5, appendix 2.6 of this manual.
BUY ACT	Buying Activity Code Composed of two positions corresponding to a specific buying activity and found in DFARS Appendix N.

NOTE: The lines located under the contract number are designated as N and R to the far left side of the report. The N line specifies whether the contract is overage, potential overage, delinquent, or potential delinquent. The R lines identify the various CAR remarks. (See part 2, chapter 1, section 5, of this manual for further details.) The specific type of remarks are further identified by the corresponding remark number in the far right side of the report with the exception of the R2 remark. The R2 remark is identified on an R line with no corresponding remark number. The dates/codes in the R2 line are printed back-to-back in Julian date format and are not identified as to Physical Completion Date (PCD), Final Acceptance Date (FAD), Overage Date (OD), Estimated Closing Date (ECD) and overage reason code(s). In order to distinguish between the dates/codes on the R2 line, positions 1 – 5 = PCD; positions 6 – 10 = FAD; positions 11 – 15 = OD; positions 16 – 20 = ECD; positions 21 and beyond = alpha overage reason codes. A request will be made to reprogram this application to more readily identify the R2 data.

2.8.7 LOS ANGELES (REPORT ID: Z) RESERVED

2.8.8 NEW YORK (REPORT ID: N)

2.8.8.1 KCB900 – SMALL BUSINESS REPORT IF CONTRACTS OVER $500,000

   a. <u>DATA SUMMARY</u>

   PURPOSE: To provide for the use of Small
                                       Business Office a list of open
                                       contracts over $500,000 with
                                       additional data.

   SOURCE OF DATA: Data base

   TYPE/MEDIUM: Output Paper – Standard Paper

   FREQ/RETENTION: As Required

   JOB NAME: NYSBMM01

   SORT SEQUENCE: By contractor and date of contract

   PAGE BREAK: Full page

b. Sample Report

```
************************************************************************************************************
     REPORT   NO   KCB900         SMALL BUSINESS REPORT OF CONTRACTS OVER $500,000.00      DATE FEB-28-91      PAGE    3

        NAME          ADVANCED SYSTEMS DEVEL            ADDRESS              E ELMHURST        NY  11369  SEQ-NO    62248


         CONTRACT          CALL  ORG  S    DATE    NEW    NOUN       ACO     COMPL-DT        OBLIGATION       UNLIQUIDATED
         NUMBER            NO    CODE  Z                                     SEC-1             AMOUNT           AMOUNT
     F0863587C0206                SB      87 258    RES DEV      A2     89-196        $1,371,168.15            $0.00

          R5 REMARK          NON MILSTRIP

     N6133988C0028                SB      88 047    EQUIPMENT    A2     91-059        $2,153,508.26     $2,153,508.26

          R5 REMARK          NON MILSTRIP

     NOO12388C0231                SB         0      DESIGN       A2     89-334          $954,000.00       $954,000.00

          R5 REMARK          NON MILSTRIP

     N0012388C0459                SB      88 047    SUPPLIES     A2     89-059        $1,296,609.00            $0.00

          R5 REMARK          NON MILSTRIP

     NOOO1488C2490                SB      88 274    MICROWAVE    A2     91-083        $5,805,386.00     $5,805,386.00

          R5 REMARK


          TOTAL FOR CONTRACTOR                                                       $11,580,671.41    $8,912,894.26
************************************************************************************************************
```

FIGURE 2.8.8-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT KBC900	Small Business Report of Contracts Over $500,000.
NAME	Contractors name.
ADDRESS	Contractors city, state, and ZIP code.
CONTRACT NUMBER/ CALL NUMBER (PIIN)	The Procurement Instrument Identification Number and order number, if applicable.
ORG CODE	Contract Administration Office Organizational Code
DATE	Date of Contract
NOUN	Name of main end item or purpose for which the contract was established.
ACO	Administrative Contracting Officer Code.
COMPL-DT SEC-1	Physical completion date.
OBLIGATION AMOUNT	Obligated amount.
UNLIQUIDATED	Unliquidated obligation.

2.8.8.2 KFFN30H - CLOSED CONTRACTS OVER $10,000

   a. <u>DATA SUMMARY</u>

   PURPOSE: To provide a list of closed contracts
                                    over $10,000 for specified date range.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Output Paper - Standard Paper

   FREQ/RETENTION: As required

   JOB NAME: NYN00030

   SORT SEQUENCE: Random

   PAGE BREAK: Full page

b. Sample Report

```
************************************************************************
KFFN3OH   CLOSED CONTRACTS OVER $10,000   AS OF  91 059   PAGE  3

          N00104 86 PGL66
          DLA120 88 C8199
          N00104 89 MF114
          DLA700 86 C3463
          F34601 84 C1084
          F34601 87 C2197
          N00104 86 GA012  0001
          DAAC09 87 MS190
          F34601 88 C1664
          N00383 89 C2144
          N00019 86 G0061  VX49
          N00383 88 C3005
          DAAL02 87 D0124  0001
          N00140 87 D9515  0050
          N00140 87 D9515  0054
          DAAB07 85 CB197
          N00140 87 CA118
          N00140 84 CA141
          DLA700 87 C2025
          DAAA09 86 C1424
          DAAH01 87 D0141  0001
          DAAB07 88 CG444
          N00383 87 G7901  0011
          N00019 86 G0003  VX05
          N00039 78 C0376
************************************************************************
```
                          FIGURE 2.8.8-2

c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT KFFN30H   Closed Contracts Over $10,000.

PIIN/SPIIN/CALL   The Procurement Instrument Identification
                                  Number (the contract number) and order
                                  number, if applicable.

2.8.8.3 NYCALPRT - CONTRACTS AWARDED TO CONTRACTOR ALERT LIST

   a. <u>DATA SUMMARY</u>

PURPOSE:	To provide information to buying activities and others on poor delivery performance of manufac turing firms in support of surveillance and correction of underlying problems.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Paper - Standard Paper
FREQ/RETENTION:	As required
JOB NAME:	NYCALPRT
SORT SEQUENCE:	Buying Activity
PAGE BREAK:	By Buying Activity or when page is full.

b. Sample Report

```
********************************************************************************************************************
                                      CONTRACTS AWARDED TO    CAL    02/21/91

     ORG  ACO  FSCM   CONTRACTOR NAME      BUY      FY  SER TD  CALL   AC P S REC        OBLIGATED           UNLIQUIDATED

     SC   G3   1234   JONES   ELECTRONICS  DAAH01   88  DOO 19         P A 1 88259           0.00                0.00
     SC   G3   1234   JONES   ELECTRONICS  DAAH01   89  D01 52  0003   P A 1 89101       1,102.50                0.00
     SC   G3   1234   JONES   ELECTRONICS  DAAH01   88  P38 02         P A 1 88362      10,338.60                0.00
     SC   G3   1234   JONES   ELECTRONICS  DAAH01   90  P08 47         P A 2 90031           0.00                0.00
     SC   G3   1234   JONES   ELECTRONICS  DAAH01   89  P23 96         P B 1 89320         996.60              996.60
     SC   G3   1234   JONES   ELECTRONICS  DAAH01   90  P20 04         P B 1 90029      20,700.86           20,700.86
     SC   J6   4567   BROWNS ELECTRIC      DAAH01   89  C12 03         P A 1 89131   1,236,240.00        1,236,240.00
     SC   J6   4567   BROWNS ELECTRIC      DAAH01   89  C07 97         P A 1 89328      29,391.92           29,391.92
     SC   J4   4321   CHARGERS POWER  INC  DAAH01   90  D02 05  0001   P A 1 90029      38,753.90              993.68
     SC   J4   4321   CHARGERS POWER  INC  DAAH01   89  P43 94         P B 5 89272      10,411.05                0.00
     SC   J3   2345   JET STREAM INC       DAAH01   90  P00 61         P A 1 90018       9,464.00                0.00
TOTALS:    $1,357,399.43            $1,288,323.06


     SC   C4   1357   FALCON  MFG CORP     DAAJ09   89  C06 74         P A 1 89243      272,592.44          272,592.44
     SC   J2   3456   SEA HAWK MFG         DAAJ09   90  C05 41         P B 1 90009       45,315.00            8,056.00
     SC   J2   3456   SEA HAWK MFG         DAAJ09   90  C04 81         P A 5 90031      231,924.00                0.00
     SC   C3   9876   CLAPTON INC          DAAJ09   90  C03 52         P B 5 90031       74,970.00                0.00
     SC   C1   5500   HENDRIX MFG CORP     DAAJ09   89  C15 71         P A 1 89214       78,300.00           78,300.00
********************************************************************************************************************
```
                              FIGURE 2.8.8-3

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
ORG	Contract Administration Office Organization Code.
ACO	The Administrative Contracting Officer.
CAGE	Contractor and Government Entity
CONTRACTOR NAME	Contractors name.
PIIN/SPIIN	The Procurement Instrument Identification Number (contract number) is displayed as follows:

PIIN/SPIIN Example:

```
BUY    DAAH01
FY     86
SER    001
TD     52
CALL   0003
```

AC	Contract Assignment Code is system generated based on the following:

AC — If the first position of PIIN = T, T is generated.

If FUNC-LMTN = blank, P is generated; if =3, G is generated.

If the first two positions of the PIIN equal DE and FUNC-LMTN = 6 or = blank, P is generated.

Otherwise, S is generated.

P	Contract Administration Report Part Number.
S	Contract Administration Report Section Number.
REC	Contract Received Date.
OBLIGATED	Obligated amount.
UNLIQUIDATED	Unliquidated obligation.

2.8.8.4 NYC002 - LIST BY CONTRACTORS CONTRACTS WITH OBLIGATED VALUE
        OVER $500,000

a. DATA SUMMARY

PURPOSE: To provide a list of contractors with
                                open contract totals in excess of
                                $500,000.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Paper - Standard Paper

FREQ/RETENTION: As required

JOB NAME: NYC0002

SORT SEQUENCE: By contractor in alphabetical order.

PAGE BREAK: Full page

b. Sample Report

```
************************************************************************************************************
REPORT   NYC002              DATE     02/21/91

LIST BY CONTRACTORS                    CONTRACTS WITH OBLIGATED VALUE OVER $500,000

CONTRACTOR NAME          CITY           ST    ZIP CD       NO CTS   FSCM        OBLIGATION        UNLIQUIDATED


ALTRO WORKSHOPS          BRONX          NY    104671091    0008     63595     3,882,782.14       1,456,190.11
ALUF INDUSTRIES INC      CORONA         NY    113681530    0021     27423     2,146,415.60         928,005.50
AMBEL PRECISION MFG CO   BETHEL         CT    068012806    0032     54850     5,592,256.05       4,960,308.90
AMBIX LABORATORIES       E RUTF         NJ    07073        0011     63949       515,525.42         444,349.42
AMER AEROSPACE CONTROL   FARMINGDALE    NY    11735        0004     15948     1,015,712.80           1,724.60
AMERICAN ALUMINUM CO     MOUNTAINSIDE   NJ    070922303    0008     93727       778,953.97         428,699.77
AMERICAN BRANDS INC      NEW YORK CIT   NY    10017        0023     2G029       609,805.15          30,819.92
AMERICAN BUREAU OF SHI   PARAMUS        NJ    06753        0001     2B704     1,600,633.50         758,967.13
AMERICAN CYANAMID CO     WAYNE          NJ    074704028    0003     95416       896,487.10           6,426.39
AMERICAN CYANAMID CO     WAYNE          NJ    074704028    0047     83289     8,782,167.46       1,401,652.86
AMERICAN CYANAMID CO     WAYNE          NJ    07470        0102     06404    24,384,038.33       9,315,490.18
AMERICAN CYANAMID CO L   DANBURY        CT    068106903    0030     95329       963,875.36         579,182.33
AMERICAN CYANAMID CO.    WAYNE          NJ    07470        0052     70361     2,036,428.36         267,086.10
AMERICAN HOME PRODUCTS   NEW YORK       NY    100174024    0230     81172    11,924,878.82         346,540.16
AMERICAN HOME PRODUCTS   NEW YORK       NY    10014        0009     98377     2,367,537.62          60,922.62
AMERICAN MEDICAL SURGI   BRENTWOOD      NY    11717        0001     0ET60     1,640,276.90               0.50
AMERICAN OIL AND SUPPL   NEWARK         NJ    071053824    0006     92895     2,617,208.74         139,057.80
AMERICAN POWER JET CO    RIDGEFIELD     NJ    076571503    0003     3A583       801,578.35          27,803.45
AMERICAN PUFF CORP       FREEPORT       NY    115204709    0001     4J806    11,304,638.00          55,498.25
************************************************************************************************************
```

FIGURE 2.8.8-4

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NYC002	List by Contractors Contracts with Obligated Value Over $500,000.
CONTRACTOR NAME	Contractors name.
CITY/STATE/ZIP CODE	Contractors city, state, and ZIP code.
NO CTS	Total number of open contracts.
CAGE	Contractor and Government Entity
OBLIGATION	Obligated amount.
UNLIQUIDATED	Unliquidated obligation.

2.8.8.5 NYC003 - TOP 50 CONTRACTORS WITH OBLIGATION VALUE

a. <u>DATA SUMMARY</u>

PURPOSE: To provide a list of the top 50
                             contractors in terms of the total
                             obligation value of active contracts.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Paper - Standard Paper

FREQ/RETENTION: As required

JOB NAME: NYC00003

SORT SEQUENCE: By contractor in alphabetical order

PAGE BREAK: Full page

b. Sample Report

```
***************************************************************************************************
REPORT   NYC003              DATE    02/21/91

LIST BY CONTRACTORS              top 50 CONTRACTORS WITH OBLIGATION VALUE

CONTRACTOR NAME        CITY         ST    ZIP CD      NO CTS   FSCM       OBLIGATION        UNLIQUIDATED


ALLIED SIGNAL AEROSPAC  EATONTOWN    NJ    077243444   0620    83298     101,585,718.57      44,852,188.71
ALLIED SIGNAL INC       TETERBORO    NJ    07608       0276    55973     238,134,665.05      61,595,344.98
ALLIED SIGNAL INC       TETERBORO    NJ    07608       1143    55972     254,245,677.90      85,343,216.05
ALLIED SIGNAL INC       TETERBORO    NJ    07608       0401    55974     561,534,682.15     182,598,588.57
AT AND T TECHNOLOGIES   WHIPPANY     NJ    079811509   0073    01704   3,544,185,928.18      10,586,116.46
AT AND T TEHCNOLOGIES   BERKELEY HEI NJ    07922       0001    1D306   2,085,192,371.40     171,264,217.40
AVCO/UNITED             STRATFORD    CT    06497       0001    1DL39     153,949,906.50     153,850,000.50
BATES TED AND CO INC    NEW YORK     NY    100365702   0003    8M254     146,642,502.50       5,905,305.50
BUL0VA WATCH CO INC     VALLEY STREA NY    11582       0023    28726      95,517,975.75      19,217,368.47
BURLINGTON MENSWEAR/ D  NEW YORK     NY    101050001   0021    4A378     170,968,930.58      48,092,754.79
COMTECH MICROWAVE       HAUPPAUGE    NY    11788       0061    31196      86,961,977.53       6,208,593.42
DIAGNOSTIC RETRIEVAL    OAKLAND      NJ    07436       0150    19378     184,298,850.79      50,114,516.57
DYNAMICS CORP OF AMERI  BRIDGEPORT   CT    066065120   0032    93742     118,040,142.13      17,039,802.37
EATON CORP              DEER PARK L  NY    11729       0089    00752     158,358,796.36       7,488.974.43
EDO CORP                COLLEGE      NY    113561434   0794    82340     301,726,379.95      89,948,431.98
FAIRCHILD WESTON SYSTE  SYOSSET      NY    117914433   0364    72314     542,869,194.99     159,757,710.05
FEDERAL ELECTRIC CORP   PARAMUS      NJ    076523681   0004    14842     113,467,789.99       7,310,684.56
FEL CORP                FARMINGDALE  NJ    07727       0061    16786     189,343,994.73      74,986,014.14
FORSTMANN AND CO INC    NEW YORK     NY    100362601   0017    4J991      80,055,907.94      25,335,919.62
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

                       FIN TOTALS          12,743            $28,244,680,290.40    $5,436,191,271.62

***************************************************************************************************
```

FIGURE 2.8.8-5

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT NYC003	Top 50 Contractors with Obligation Value.
CONTRACTOR NAME	Contractors name.
CITY/STATE/ZIP CODE	Contractors city, state, and ZIP code.
NO CTS	Total number of open contracts.
CAGE	Contractor and Government Entity
OBLIGATION	Obligated amount.
UNLIQUIDATED	Unliquidated obligation.

2.8.9 PHILADELPHIA (REPORT ID: Q) RESERVED

2.8.10 ST. LOUIS (REPORT ID: R)

2.8.10.1 RNCE02 - NEW CONTRACTS RECEIVED

   a. <u>DATA SUMMARY</u>

   PURPOSE: Provides a listing in ACO and terminal
                                       digit sequence of contracts entered
                                       into the data base during the report
                                       month. ACO supervisors may use this
                                       listing to monitor workloads among ACO
                                       teams. DCMAO STL-AC uses this listing
                                       to validate LAPER work counts and
                                       obtain advance MIR 448 data.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: Output Report - Standard Paper

   FREQ/RETENTION: Monthly - As Determined Locally

   JOB NAME: CEMM03

   SORT SEQUENCE: By ACO and PIIN/SPIIN Sequence

b. Sample Report

NEW CONTRACTS RECEIVED FOR PERIOD ENDING 90089

ORG	ACO	P I I N B A FY T-S TD	SUPPL	PART	SEC	ASSGT	INPUT YR DAY	CONTR YR DAY	RECD YR DAY	CONTRACTOR NAME
YC	CD	DLA700 90 MN8 47		B	1	P	90-054	90-048	90-054	CLIFTON PRECISION
YC	CD	DAAH01 90 P47 52		B	1	P	90-053	90-047	90-053	GEATER MACHINE AND
YC	CD	DLA400 90 MP9 57		B	1	P	90-075	90-074	90-075	CLIFTON PRECISION
YC	CD	N00104 85 GA1 61	UZ2F	A	1	P	90-054	90-033	90-044	CARVER PUMP CO
YC	CD	N00104 85 GA1 61	UZ2G	A	2	P	90-054	90-034	90-044	CARVER PUMP CO
YC	CD	N00104 85 GA1 61	UZ2H	A	1	P	90-054	90-033	90-044	CARVER PUMP CO
YC	CD	N00104 85 GA1 61	UZ2J	A	2	P	90-054	90-039	90-044	CARVER PUMP CO
YC	CD	NOO104 85 GA1 61	UZ2K	A	2	P	90-054	90-040	90-044	CARVER PUMP C0
YC	CD	DAAJ09 90 P28 63		B	1	P	90-076	90-069	90-076	CLIFTON PRECISION
YC	CD	DAAH01 90 D00 81	0001	B	1	P	90-055	90-030	90-045	THERMOLYNE CORP
YC	CD	DAAA09 90 P21 85		B	1	P	90-067	90-061	90-067	MID-AMERICA ENGINEER

****

FIGURE 2.8.10-1

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT RNCE02	New Contracts Received for Period Ending YYDDD.
DATE	YYMMMDD.
CAO CODE	Two digit ORG Code.
PAGE	Page Number.
ORG	Self-explanatory.
ACO	Self-explanatory.
PIIN	Contract Number.
SUPPL	SPIIN.
PART	CAR Part.
SEC	CAR Section Number.
ASSGT	Contract Assignment Code.

      P - Prime   S - Support
      T - Support - Sub   G - Pay Only

INPUT DATE	Date of acceptance into data system.
CONTR DATE	Effective Date on Contract.
RECD DATE	Date Payment Office copy received.
CONTRACTOR NAME	Self-explanatory.
FUNCT	Functional Limitation Codes on Part C Contracts.

2.8.10.2 RNCE03 - NEW CONTRACTS RECEIVED RECAP

a. <u>DATA SUMMARY</u>

PURPOSE: Recaps new contract receipts for report
                           month by Part, Assignment Code,
                           Function and Section.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: N/A

FREQ/RETENTION: Monthly

JOB NAME: CEMM03

SORT SEQUENCE: District and CAO levels

PAGE BREAK: N/A

TOTAL: N/A

b. Sample Report

```
*****************************************************************************************************
REPORT    RNCE 03              DATE     91 MAR 31        CAO CODE                         PAGE 0001

                              NEW CONTRACTS RECEIVED RECAP FOR PERIOD ENDING 90090

  BY PART AND ASGN       COUNT            CONTRACTS BY PART AND FUNCTION

A     ASGN-P  PART-A      453         J MULTIPLE FUNCTIONS    21     Q    SECTION 1               1540
B     ASGN-P  PART-B     1119         K FUNCT - 4 - PROP      18     R    SECTION 2                 34
C     ASGN-S  PART-A        1         L FUNCT - 2 - PROD       0     S    SECTION 3                  0
D     ASGN-S  PART-B        0         M PART B              1119     T    SECTION 4                 19
D-1   ASGN-S  PART-C       30         N FUNCTION - 3 - PPAYMT   2     U    SECTION 5 AND OTHERS      23
E     ASGN-T  PART-A        3         O FUNCTION - 6 - ACO     1
F     ASGN-T  PART-B        0         P ALL OTHER            455
F-1   ASGN-T  PART-C        8
G     ASGN-G  PART-A        0
H     ASGN-G  PART-B        0
H-1   ASGN-G  PART-C        2
I     OTHER               0
A-I   TOTAL             1616         J-P TOTAL             1616     Q-U TOTAL                     1616

      AVERAGE NUMBER OF ELAPSED DAYS FROM CONTRACT DATE *PCO* TO DATE RECEIVED BY ACO          12.0

      AVERAGE NUMBER OF ELAPSED DAYS FROM DATE RECEIVED BY ACO TO SUBMISSION DATE TO DCMR       7.2


*****************************************************************************************************
```

FIGURE 2.8.10-2

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT RNCE03	New Contracts Received Recap for Period Ending YYDDD.
DATE	YYMMMDD.
CAO CODE	Two digit ORG Code.
PAGE	Page Number.
BY PART AND ASGN	Self-explanatory.
COUNT	Number of Receipts by Category.
CONTRACTS BY PART AND FUNCTION	Self-explanatory.
SECTION	Reflects CAR Section contracts received during report month are in on report run date.
TOTALS	Self-explanatory.
AVERAGE NUMBER OF ELAPSED DAYS PCO TO ACO	Days from contract effective date to received date.
AVERAGE NUMBER OF ELAPSED DAYS ACO TO DCMR	Days from received date to input date.

2.8.10.3 RNCE010A - CONTRACTOR REFERENCE LIST

a. Data Summary

PURPOSE: Provides a quick reference alphabetical
                           listing of CAR sections 1-4 contracts
                           administered by contractor.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: N/A

FREQ/RETENTION: Monthly

JOB NAME: CEMM02R

SORT SEQUENCE: Alphabetical by Contractor Name

b. Sample Report

```
     P I I N     SUPPL    ORG    ACO    FSCM NO    CONTRACTOR NAME         CITY          STATE    ZIP
DLA400 88 C0149           YT     TE     00144      ADC TELECOMMUNCIATIONS  MINNEAPOLIS   MN       55435-5410
DLA400 87 C2755           YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
N00189 85 D0574           YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
N00189 85 D0574   0010    YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
N00189 87 D0493           YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
N00189 87 D0493   0001    YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
N00189 87 D0493   0002    YT     TE     00144      ADC TELECOMMUNICATIONS  MINNEAPOLIS   MN       55435-5410
                          YT     TH     66173      ADDCO MFG CO INC        ST. PAUL      MN       55103-1856
                                                   69 EMPIRE DR
DLA900 87 MHG23           YT     TH     66173      ADDCO MFG CO INC        ST. PAUL      MN       55103-1856
                          YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
                                                   15102 MINNETONKA
T00000 P6 16407           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P6 20621           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P6 04723           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P7 52323           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P8 11526           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P7 30227           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P5 96339           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P7 36446           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P6 71052           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
T00000 P8 14853           YT     TK     32665      ADVANCE CIRCUITS INC    MINNETONKA    MN       55343
*************************************************************************************************************
```

FIGURE 2.8.10-3

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT RNCE010A	Contractor Reference List.
DATE	YYMMDD.
CAO CODE	District ORG Code.
PAGE	Page Number.
PIIN	Contract Number.
SUPPL	SPIIN.
ORG	Self-explanatory.
ACO	Self-explanatory.
CAGE	Contractor and Government Entity
CONTRACTOR NAME	Self-explanatory.
CITY	Self-explanatory.
STATE	Self-explanatory.
ZIP	Self-explanatory.

2.8.10.4 RNCM01 – TOTAL CONTRACT OBLIGATIONS BY CONTRACTOR

a. <u>DATA SUMMARY</u>

PURPOSE: Provide District Staff and ILRO a list of
                           contractors (in CAGE sequence) and a
                           breakout of their total number of
                           contracts by Army, Navy, AF, DCMC,
                           and Other. The listing reflects
                           obligated dollars by CAGE, highlighting
                           total those over $500,000, and serves as
                           a source of identifying top contractors
                           in the District.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report/Standard Paper

FREQUENCY/RETENTION: Monthly (Region Level Only)

JOB NAME: CMM02R

SORT SEQUENCE: CAGE Code

PAGE BREAK: Full Page

TOTAL: None

b. Sample Report

```
**********************************************************************************************************
REPORT NUMBER  RNCM 01         DATE     91 MAR 02          CAO CODE                            PAGE 23
                                                  TOTAL CONTRACT OBLIGATION BY CONTRACTOR

CONTRACTOR NAME        CITY         STATE  ZIP    SEQ #  ORG  ACO  ARMY  A.F.  DLA  NAVY  OTH  TOTAL OBLIGAT.  EXCEEDS
$500M
AT&T TECH SUB AT&T KC  LEES SUMMIT   MO   64063  17735   YS   SC    0     0     0    1    0            0
BRUNSWICK CORP         LINCOLN       NE   68504  17996   YC   CI    0     5     0    5    8    7,039,927      ****
EG AND G VACTEC INC    ST. LOUIS     MO   63132  18178   YS   SE    0     0     1    0    0        6,231
HUNTER CORP            WESTMINSTER   CO   80030  18180   YD   DC    1     0     0    0    0       22,710
DONALDSON CO           MINNEAPOLIS   MN   55440  18265   YT   TK   26     0    29    1    0   32,275,266      ****
RYCOM INSTUMENTS       RAYTOWN       MO   64133  18410   YS   SC    0     0     0    5    0      375,481
CARDEN MACHIN SHOP IN  SULLIVAN      MO   63080  18463   YS   SL    0     6     4    1    0       66,556
MKC ELECTRONICS CORP   OVERLAND PAR  KS   66215  18566   YS   SC    0     0     0    1    0       24,184
PRODUCT DEVELOPMENT GR ROSE HILL     KS   67133  18631   YW   WH    0     6     5   10    0      484,357
UNITED STATES PARACHUT ENGLEWOOD     CO   80110  18738   YD   DC    2     0     0    0    0      189,919
ELECTRO DYNAMICS CRYST OVERLAND PAR  KS   66214  18853   YS   SC    0     4    12    0    0       56,790
L AND A PRODUCTS INC   ST. PAUL      MN   55112  18947   YT   TE    0     0     0    1    0          632
ESSEX CRYOGENICS OF MI ST. LOUIS     MO   63123  19062   YS   SE    0    79     3    6    0   13,723,235      ****
E-SYSTEMS INC MONTEK D SALT LAKE CI  UT   84119  19156   YD   UC    5    29    16   30    0   13,004,627      ****
PLESSEY AERO PRECISION WELLINGTON    KS   67152  19276   YW   WA    0     1     0    0    2        5,000
DIT-MCO INTERNATIONAL  KANSAS CITY   MO   64130  19362   YS   SC    0     0     2    6    0    2,688,541      ****
WHITAKER INDUSTRIES IN ENGLEWOOD     CO   80110  19413   YD   DB    2     0     0    0    0      197,227
OEA INC                DENVER        CO   80210  19689   YD   DA    0     2     0    1    2       96,211
STROCO INC             HAZELWOOD     MO   63042  19904   YS   SL    1     1     0    0    0        5,690
KANSAS FOUNDATION FOR  WICHITA       KS   67201  2A178   YW   WE    3     0     2    0    0      548,607
KANSAS INDUSTRIES FOR  KANSAS CITY   KS   66115  2A179   YS   SC    0     0     1    0    0       19,436
WHELAN R H CO          AURORA        CO   80041  2A551   YD   DB    0     0     2    0    0       26,950
FRONTIER AIRLINES INC  DENVER        CO   80207  2B209   YD   DB    0     0     0    3    0       58,702
STANDARD SUPPLY CO     SALT LAKE CI  UT   84115  2B624   YD   UB    0     2     0    0    0        1,260
**********************************************************************************************************
```

FIGURE 2.8.10-4

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT RNCM01	Total Contract Obligations by Contractor.
DATE	YYMMMDD.
CAO CODE	Blank - District Roll-up.
PAGE	Page number.

CONTRACTOR NAME
  CITY
  STATE
  ZIP CODE
	Self-explanatory.

SEQUENCE NUMBER	Contractor and Government Entity (CAGE) Code.
ORGANIZATION	Two digit Contract Administration Office Identifier code.
ACO	Two digit Contracting Officer Identifier code.
	Contract counts by Service:
ARMY	Self-explanatory.
A. F.	Air Force.
DSA	DLA (Defense Logistics Agency).
NAVY	Self-explanatory.
OTH	Other
TOTAL OBLIGAT	Total obligated dollars of contracts.
EXCEEDS $500M	Asterisk to reflect total obligations for CAGE exceed $500,000.

2.8.10.5 RNCM13 - PROGRESS PAY CONTRACTS

a. <u>DATA SUMMARY</u>

PURPOSE: Provides a listing of all contractors
                           in each CAO who are authorized Progress
                           Payments. The listing reflects,
                           by contractor, the number of
                           contracts with Progress Payments
                           authorized, the obligated and
                           unliquidated dollar value of
                           those contracts, and the unliquidated
                           Progress Payments. This listing
                           provides the summary detail used
                           by Financial Services personnel
                           in their financial analysis function.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: N/A

FREQ/RETENTION: Monthly

JOB NAME: RNCMMM13

SORT SEQUENCE: CAO and CAGE

b. Sample Report

```
**********************************************************************************************************************
MAR 01, 1991                              RNCM13 - PROG PAY CONTRACTS                                       PAGE 0008
*FSCM    ORG CODE    CONTRACTOR NAME         CITY-STATE              AMT           ULO          ULO-PP

SELECTED            0000000006

14487     YD      CRYOGENIC ENERGY CO      ENGLEWOOD       CO

14487                                                   10946231.65    1180973.50               .00
SELECTED            0000000010

15400     YD      SCHNEEBECKS INDUSTRIES   COLORADO SPR    CO

15400                                                      48023.14      48023.14               .00
SELECTED            0000000001

15742     YD      SPERRY CORP              SALT LAKE CI    UT

15472                                                  101306533.96   97016045.47        6324520.08
SELECTED            0000000007

15766     YD      OGALLALA ELECTRONICS D   OGALLALA        NE

15766                                                          .00           .00               .00
SELECTED            0000000001

16405     YD      WHITTAKER POWER STORAG   DENVER          CO

16405                                                     497625.29     306052.94         127410.00-
**********************************************************************************************************************
```
FIGURE 2.8.10-5

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
DATE	MMM DD YY
REPORT RNCM13	Progress Pay Contractors
PAGE	Page Number
CAGE	Contractor and Government Entity
ORG CODE	Two digit ORG Code.
CONTRACTOR NAME, CITY, STATE	Name and Location of Contractor authorized Progress Payments.
AMT	Obligated Dollar Amount of Contracts authorized Progress Payments.
ULO	Unliquidated Dollar Amount of Contracts authorized Progress Payment.
ULO-PP	Unliquidated Progress Payment.
SELECTED	Number of contracts per CAGE which are authorized Progress Payments.

2.8.10.6 RNCM19 - WORK COUNTS FOR CONTRACT ADMINISTRATION

   a. <u>DATA SUMMARY</u>

   PURPOSE: Provides a breakout of work counts at
                                 Branch level for SPD reporting.
                                 Identifies receipts, closures and on-
                                 hand contract counts to work center.

   SOURCE OF DATA: Data Base

   TYPE/MEDIUM: N/A

   FREQ/RETENTION: Monthly

   JOB NAME: RNCMMM11

   SORT SEQUENCE: Division and Branch level

   b. Sample Report

```
*****************************************************************************
REPORT NUMBER RNCM 19       DATE 91 MAR 31    CAO CODE YZ        PAGE 3

WORK COUNTS FOR CONTRACT ADMINISTRATION D I M E S STANDARDS 3220, 3260, AND 3212

PRIME CONTRACTS RECEIVED DRP                    2A3         152
SUPPORT ADMINISTRATION OF PRIMES RECD DRP       4A            2
SUPPORT ADMINISTRATION OF SUB1S RECD DRP        5A            0
PRIME CONTRACTS PART B RECEIVED DRP             52D         133
                                                 3226 TOTAL          21
PRIME CONTRACTS ON HAND ERP                     1A3        1366
SUPPORT CONTRACTS ON HAND ERP                    4C          15
SUPPORT SUB-CONTRACTS ON HAND ERP                5C           0
PRIME CONTRACTS SECTION 2 PART B ON HAND        48A          72
PRIME CONTRACTS SECTION 2 PARTS A&B ON HAND     10A         203
PRIME CONTRACTS PART B ON HAND ERP              52A         706
                                                    TOTAL          544
PRIME CONTRACTS CLOSED DRP                      3A3         116
SUPPORT CONTRACTS CLOSED DRP                     4B           0
SUPPORT SUB-CONTRACTS CLOSED DRP                5B           0
PRIME CONTRACTS PART B CLOSED DRP               52E          89
                                                 3260 TOTAL          27
                                                    TOTAL          702
*****************************************************************************
```
                         FIGURE 2.8.10-6

c. Report Element Description

REPORT ELEMENT   ELEMENT DESCRIPTION

REPORT RNCM19   Work Counts for Contract Administration
DIMES   Standards 3220, 3260, and 3212.

DATE   YYMMMDD.

CAO CODE   District ORG Code.

PAGE   Page Number.

MIR HEADINGS, ELEMENT   Self-explanatory.
NUMBERS, AND COUNTS

2.8.10.7 RNCR14 - ACO NORM ANALYSIS

a. <u>DATA SUMMARY</u>

PURPOSE: A means to measure effectiveness
                                in accomplishing the movement of
                                contracts from CAR section 1 to CAR
                                Section 2 when they become physically
                                complete. The report is generated in
                                four parts - A, B, C, and ABC which
                                correspond to CAR Parts and all three
                                CAR Parts combined. Each report Part
                                is further subdivided into sections
                                A, B, C, D, corresponding to the CAR
                                sections l, 2, 3, 4.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: N/A

FREQ/RETENTION: Monthly

JOB NAME: RNC14

SORT SEQUENCE: CAO level and each report part is
                                columnated into figures for individual
                                ACOs.

b. Sample Report

```
***************************************************************************
REPORT NUMBER  RNCR 14     DATE 91 MAR 31                    CAO CODE YZ
       PART ABC            ACO NORM ANAYLSIS AS OF 31 MAR 90

    REGION TOTALS

    A.   SECTION I
         1.  TOTAL SECTION I CONTRACTS (X)          17413

         2.  LESS ESTIMATED SCHEDULE CONTRACTS       3295

         3.  CORRECTED BASE                         14118

         4.  TOTAL SECT I CONTRACTS 30 DAYS AND
             MORE PAST FINAL DELIVERY DATE           3543

         5.  LESS PRODUCTION CONTRACTS 30 DAYS
             AND MORE PAST FINAL DELIVERY DATE       2585

         6.  CORRECTED DELINQUENCY BASE (Y)           958

         7.  SECT I DELINQUENT 30 DAYS AND MORE
             (100) Y/X = (  NORM = 6)                5.50

         8.  NUMBER CONTRACTS OVER NORM-SHOWN
             ONLY IF (DELINQUENT IS GREATER THAN
             6)

    B.   SECTION II
         1. TOTAL SECTION II CONTRACTS (X)           4620

         2.  TOTAL OVER AGE SECTION II CONTRACTS (X)  352

         3.  % SECT II CONTRACTS OVER AGE  (100)
             Y/X = (   NORM = 5)                     8.25

         4.  NUMBER CONTRACTS OVER NORM--SHOWN ONLY
             IF (OVERAGE IS GREATER THAN 5)           139

    C.   TOTAL SECTION III CONTRACTS               467

    D.  TOTAL SECTION IV CONTRACTS                 115
***************************************************************************
                        FIGURE 2.8.10-7
```

c. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
REPORT RNCR14	ACO Norm Analysis.
DATE	YYMMMDD.
CAO CODE	Two digit ORG Code.
PART	CAR Part A, B, C, or ABC combined.
ORGANIZATION	Two digit ORG Code.
ORGANIZATION TOTAL	Total of all ACOs for a particular CAO.
REGION TOTAL	Total of All CAOs.

(1) SECTION 1

(a) Line 1 – Total number of CAR section 1 contracts.

(b) Line 2 – Number of section 1 Contracts with Estimated Completion Dates (Info only).

(c) Line 3 – Line 1 minus line 2.

(d) Line 4 – Total number of section 1 contracts 30 days and more past the Final Delivery Date (FDD) or estimated FDD. This includes contracts with Production Surveillance Codes l, 2, 3, 5, 6, 7, 8, and 9, and excludes Payment Only contracts.

(e) Line 5 – The number of contracts from line 4 with Production Surveillance category code, 1, 2, 3, and 6 which do not have an R8 Production Complete Remark. (Program and Technical Support responsibility)

(f) Line 6 – The number of contracts from line 4 that have an R8 Production Complete... remark (PS l, 2, 3, 5 and 6) entered, plus the number of Production Surveillance category codes 7, 8, or 9 contracts. (Contract Administration responsibility)

(g) Line 7 – Line 6 divided by line 1 provides Norm Analysis percentage. (DCMC Standard 6 percent.)

(h) Line 8 – When an office or District is over the norm of 6 percent the program computes the equivalent number of contracts that places the office over the norm and inserts that figure on this line.

(2) SECTION II

    (a) Line 1 - Total number of section 2 contracts.

    (b) Line 2 - Total number of section 2 contracts which are overage, i.e., have exceeded their computed overage date.

    (c) Line 3 - Line 2 divided by line 1 provides overage contracts percentage. (DCMC Standard 5 percent).

    (d) Line 4 - When an office or District is over the DCMC 5 percent standard, the program computes the equivalent number of contracts that places the office over the standard and inserts that figure on this line.

(3) SECTION III

Total of CAR section 3 contracts.

(4) SECTION IV

Total of CAR section 4 contracts.

CHAPTER 9 CUSTOMS DUTY-FREE MANAGEMENT SYSTEM (CDFMS)

CHAPTER 9 TABLE OF CONTENTS

NOTICE

Section 9, Customs Duty-Free Management System was developed from the Functional Description prior to testing the certified system. Comments and instructions from the International Logistics Office and the DSAC program development team have been included in this documentation to make it as current as possible. Efforts have been made to insure the accuracy of the instruction within the stated limitations. If discrepancies are identified, please contact DCMC-AOS.

DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 2   CONTRACT ADMINISTRATION

CHAPTER 9   CUSTOMS DUTY-FREE MANAGEMENT SYSTEM (CDFMS)

2.9.1 CHAPTER OVERVIEW

a. The CDFMS automates the tracking, reporting,and issuance of duty-free entry certificates as required by DFARS 225.6. It is also used to track all duty-free entry certificate requests.

b. The CDFMS features a standardized format for entering the required data for meeting the requirements of DFARS 225.6 and U.S. Customs Service procedures. The system facilitates the updating of information on requests for duty-free entry certificates. Additionally, followup letters and tracking of required documentation is automated. The application also provides extensive inquiry capability, automatic alerts to DCMAO New York for the non-receipt of entitlement notifications, and management information reports to DCMC Headquarters.

c. This chapter is self contained, e.g., it includes all necessary information for sign-on procedures, screen formats, and output reports related to the ACO portion of the Customs Duty-Free Management System, without reference to any other part or chapter within this manual. The Customs Duty-Free Management System is a stand-alone application, e.g., it does not interface with the MOCAS data base. It should be noted that this chapter addresses only the portion applicable to ACOs and not the entire Customs Duty-Free system, which is quite extensive.

2.9.2 GETTING STARTED

2.9.2.1 SIGN-ON PROCEDURES

  a. GENERAL - The sign-on procedures are provided below.

    (1) When ENTIRE Screen (Figure 2.9.2-1a), has been reached, the user
will make the following inputs:

        USER ID: Enter locally assigned ID then tab to the next
                            field.

                            NOTE: To tab on Four-Phase terminals, hold
                            the SHIFT key and the field key.

        FACILITY PASSWORD: Enter locally assigned facility password and
                            tab to the next field.

        USER PASSWORD: Enter assigned user password and tab to the
                            next field.

        APPLICATION ID: Enter MANT then depress REL (or ENTER).

```
********************************************************************************
          *  *  *  *               *  *
           *           *            *       *
            *          *             *       *
             *         *              *        *
              *        *       *EEEE      N      N    TTTTT   III   RRRR   EEEE
               *       *      * E        N N     N      T      I    R  R   E
                *      *     *  EEE      N  N    N      T      I    RRRR   EEE
                 *     *    *   E        N    N  N      T      I    R R    E
                *      *   *    EEEE      N      N      T      I    R  R   EEE
       ***************     ***************
       ***************     ***************
       *           *       *               *
        *          *       *                *
         *         *       *               *
          *        *       *              *
           *       *       *             *
            *      *       *            *         CINCOM SYSTEMS, INC
             *     *       *          *
              *    *       *        *
               *  *  *  *  *   *  *
                ENTER USER ID:           AND FACILITY PASSWORD:
                USER PASSWORD:                APPLICATION ID:
********************************************************************************
```
                            FIGURE 2.9.2-1a

    (2) The MANTIS screen will be displayed to allow the user to enter a
USER ID and PASSWORD (Figure 2.9.2-1b). For this application enter the
following:

        USER: YCUS then tab to next field.
        PASSWORD: (Locally Assigned) then depress REL (or ENTER)

2.9.2.1 SIGN-ON PROCEDURES (CONT'D)

****

```
                      M   A   N   T   I   S

                 /////                      //////
               /////////                  /////////
             ////////////                ///////////
           //////////////              ////////////
          ///////////////             //////////////
         ////////////////            ////////////////
       ///////////////////          ///////////////////

        ///////////////////        /////////////////
          ////////////////         ///////////////
           ////////////////        //////////////
             ////////////          ////////////
              /////////            //////////
               //////              //////

         USER    :                    :
         PASSWORD:                    :
```

****
                      FIGURE 2.5.2-1e

    (3) The Customs Duty-Free Management System sign-on screen will be
displayed (Figure 2.9.2-1c). The user should enter their assigned SIGN-
ON and PASSWORD for the Customs Duty-Free Management System.

2.9.2.1 SIGN-ON PROCEDURES (CONT'D)

```
*********************************************************************
UNKC10              CUSTOMS DUTY FREE SYSTEM DCMD NY          DDMMMYY
VER 01                    SYSTEM SIGNON SCREEN                HH:MM:SS




                    SIGNON:    xxxxxxxx

                    PASSWORD: xxxxxxxx




xxxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxxx function
*********************************************************************
                    FIGURE 2.9.2-1c
```

2.9.2.2 SIGNOFF PROCEDURES

  a. GENERAL - The Signoff procedures are provided below.

  b. PROCEDURES FOR USE

    (1) From the Customs Duty-Free Management System ACO Menu (Figure
2.9.2-2a) the user will depress 1 and 0 (10) to return to the TIS
Facility Menu (see Figure 2.9.2-2b). When 10 is entered the screen will
go blank for several seconds before the TIS FACILITY Menu is displayed.
The user should not try to proceed until this menu is displayed.

```
************************************************************************
UNKC03              CUSTOMS DUTY FREE SYSTEM  DCMD NY          DDMMMYY
VER 01                        ACO MENU                        HH:MM:SS


            FUNCTION              APPLICATION

           1               PASSWORD CHANGE
           2               ACO NAME & ADDRESS FILE MAINTENANCE
           3               ACO NAME & ADDRESS FILE INQUIRY
           4               CONTRACTOR NAME & ADDRESS FILE MAINTENANCE
           5               CONTRACTOR NAME & ADDRESS FILE INQUIRY
           6               BROKER NAME & ADDRESS FILE INQUIRY
           7               MAIL FILE MAINTENANCE
           8               ACO CONTRACTS FILE MAINTENANCE
           9               ACO SUBCONTRACTS FILE MAINTENANCE
          10               EXIT



                       FUNCTION:  ##


xxxxxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxx function
************************************************************************
                       FIGURE 2.9.2-2a
```

2.9.2.2 SIGNOFF PROCEDURES (CONT'D)

****

```
        FACILITY MENU:
            FOR USER:
    LUID:  1F6BC5C1                      STATION:  00094
          APPLICATION    PASSWORD    APPLICATION DESCRIPTION
          PF-KEY   ID    REQUIRED

            01    MANT       N        MANTIS
            02    Q          N        QUERY




        ENTER SELECTION NUMBER:      OR APPLICATION ID:
        IF REQUIRED, PASSWORD:
```

****
FIGURE 2.9.2-2b

    (2) From the TIS Facility Menu, depress PA2. The ENTIRE screen will
be displayed on the user's terminal (see Figure 2.9.2-2c). The user
will enter /SIGNOFF and depress REL (or ENTER). For terminals other
than Four-Phase this will complete the signoff procedure. For Four-
Phase terminals see Part 1 of this manual.

2.9.2.2 SIGNOFF PROCEDURES (CONT'D)

```
**********************************************************************
          *  *  *  *              *  *
        *           *           *     *
      *             *         *        *
    *               *        *          *
  *                 *      *EEEE    N      N   TTTTT   III   RRRR   EEEE
 *                  *    * E        N N    N     T      I    R  R   E
  *                 *   *  EEE      N  N   N     T      I    RRRR   EEE
 *                  *  *   E        N   N  N     T      I    R  R   E
*                   *  *   EEEE     N      N     T      I    R   R  EEE
***************     ***************
***************     ***************
*             *     *             *
 *            *     *            *
  *           *     *           *
   *          *     *          *
    *         *     *         *
     *        *     *        *        CINCOM SYSTEMS, INC
      *       *     *       *
       *      *     *      *
        *  *  *  *  *  *  *
              ENTER USER ID:            AND FACILITY PASSWORD:
              USER PASSWORD:                APPLICATION ID:
**********************************************************************
                    FIGURE 2.9.2-2c
```

2-661

2.9.3 INPUT AND INQUIRY

   a. GENERAL - The organization of documentation related to the Customs
Duty-Free Management System has been tailored to best address the unique
structure of the system. Reports will be covered in section 2.9.4 and
inputs and inquires are covered in section 2.9.3.

2.9.3.1 UNKC03 - ACO MENU

   a. GENERAL - This menu screen allow the user to select one of several
functions to be performed.

   b. SCREEN FORMAT - Figure 2.9.3-1 is a sample of the UNKC03 format.

```
*************************************************************************
UNKC03               CUSTOMS DUTY FREE SYSTEM  DCMD NY            DDMMMYY
VER 01                          ACO MENU                         HH:MM:SS


           FUNCTION              APPLICATION

              1              PASSWORD CHANGE
              2              ACO NAME & ADDRESS FILE MAINTENANCE
              3              ACO NAME & ADDRESS FILE INQUIRY
              4              CONTRACTOR NAME & ADDRESS FILE MAINTENANCE
              5              CONTRACTOR NAME & ADDRESS FILE INQUIRY
              6              BROKER NAME & ADDRESS FILE INQUIRY
              7              MAIL FILE MAINTENANCE
              8              ACO CONTRACTS FILE MAINTENANCE
              9              ACO SUBCONTRACTS FILE MAINTENANCE
             10              EXIT


                          FUNCTION:  ##


xxxxxxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxx function
*************************************************************************
                          FIGURE 2.9.3-1
```

c. INPUT INSTRUCTIONS

    This program will display the UNKC03 Screen. The program will read
the user's input value from the UNKC03 Screen data element "sc_option"
and insure that it is a valid value between 1 and 10. If the input
value is greater than 10 the program will display the message INVALID
OPTION - PLEASE REENTER. The program will call the requested program
based on the value of the input data for the UNKC03 Screen data element
sc-option. The values and programs that will be called are given below:

        sc_option input value   called program

        "1"   UNKC09 (Password Change)
        "2"   UNKC10 (ACO Name & Addr File Maintenance)
        "3"   UNKC11 (ACO Name & Addr File Inquiry)
        "4"   UNKC12 (Contractor Name & Addr Main.)
        "5"   UNKC13 (Contractor Name & Addr Inquiry)
        "6"   UNKC15 (Broker Name & Addr Inquiry)
        "7"   UNKC16 (Mail File Maintenance)
        "8"   UNKC18 (ACO Contracts File Maintenance)
        "9"   UNKC52 (ACO Subcontract File Maintenance)
        "10"   UNKC07 (System signoff)

    sc_option - a value must be entered into this field to identify the
program selected.

2.9.3.2 UNKC09 - SYSTEM SECURITY PASSWORD CHANGE

   a. GENERAL - This screen allows the user to change their Customs
Duty-Free Management System password.

   b. SCREEN FORMAT - Figure 2.9.3-2 is a copy of the password change
screen for UNKC09.

```
**********************************************************************
UNKC09            CUSTOMS DUTY FREE SYSTEM  DCMD NY            DDMMMYY
VER 01               SYSTEM SECURITY PASSWORD CHANGE          HH:MM:SS




         SIGNON NAME: xxxxxxxx     PASSWORD: xxxxxxxx

         NEW PASSWORD: xxxxxxxx








 xxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxxx function
**********************************************************************
                         FIGURE 2.9.3-2
```

   c. INPUT INSTRUCTIONS

     The program uses the SECURITY FILE (NAAA) and displays the UNKC09
screen with the USER SIGNON NAME and PASSWORD values from the record.
The message ENTER NEW PASSWORD DATA OR ENTER PF1 TO EXIT is displayed by
the program. When the user depresses the ENTER key, updating of
SECURITY FILE (NAAA) with the NEW PASSWORD is completed and the
following message appears ENTER NEW PASSWORD DATE OR ENTER PF1 TO EXIT.
The information is used in Program UNKC07 when exiting the CUSTOMS
SYSTEM. Program UNKC07 updates the MANAGEMENT REPORTING FILE
(NA10_NAAC) that provides signoff time for the user.

        USER_SIGNON_NAME - User's name in the system.

        PASSWORD - user defined password.

2.9.3.3 UNKC10 - ACO/PCO NAME ADDRESS FILE MAINTENANCE

   a. GENERAL - This program provides an authorized user the ability to
add, change, inquire or delete records from the ACO NAME AND ADDRESS
FILE (NAAB).

   b. SCREEN FORMAT - Figure 2.9.3-3 is an example of the screen format
for UNKC10.

```
*************************************************************************
UNKC10            CUSTOMS DUTY FREE SYSTEM  DCMD NY              DDMMMYY
VER 01         ACO/PCO NAME AND ADDRESS FILE MAINTENANCE        HH:MM:SS


                          ACTION CODE: x



ACO/PCO CODE: xxxxx        CAO: xxxxxx        xxxxxxxxxxxx xxxxxxxx

NAME & ADDRESS:  xxxxxxxxxxxxxxxxxxxxxxxx    xxxxxxxxxxxxxxxxxxxxxxxx

                 xxxxxxxxxxxxxxxxxxxxxxxx    xxxxxxxxxxxxxxxxxxxxxxxx

CITY: xxxxxxxxxxxx     STATE: xx     COUNTRY: xx     ZIP: xxxxx xxxx

ACO TELEPHONE NO: COMMERCIAL: ## ### ### ####      AUTOVON: ### ####




    xxxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxx function
*************************************************************************
                          FIGURE 2.9.3-3
```

   c. INPUT INSTRUCTIONS

     The program displays Screen UNKC10, with the cursor positioned on
the ACTION field. The program processes the users input action. The
program also checks the FILE ACCESS CODE to verify that the action is
allowed. The message REQUESTED ACTION NOT ALLOWED - PLEASE REENTER is
displayed when the user is not authorized to perform the requested
action and then the cursor is repositioned on the ACTION field. If the
user is authorized to perform the requested function, the program
processes the action as noted below.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION	A= ADD, C= CHANGE, D= DELETE, or E=EXIT.
ACTION ADD	The program insures that the record does not exist in the ACO NAME AND ADDRESS FILE (NAAB) and displays the message RECORD ALREADY EXISTS if the user attempts to add a record that does exist. The program adds the requested record if the field edits are successful. The program positions the cursor on the field that is currently being read when it contains an error and displays an error message related to the field.
ACTION CHANGE	The program reads the ACO NAME AND ADDRESS FILE (NAAB) and displays the data contents of the selected record on the UNKC10 screen. If the selected record is not found, the message RECORD NOT ON FILE is displayed. If the calling program is UNKC03, the program allows access to only the specific record for the ACO that is the user. The program updates the requested record if the field edits are successful. The program positions the cursor on any field that is in error, if an edit error occurs and displays an error message relating to the field.
ACTION DELETE	The program reads the ACO NAME AND ADDRESS FILE (NAAB) for the requested record and displays the data contents of the record on the UNKC10 Screen. The message DEPRESS PF1 TO CONFIRM DELETE will be displayed. If the requested record is not found the message RECORD NOT ON FILE is displayed. The program deletes the record if the user confirms the delete request.
ACTION EXIT	The program calls UNKC62 to create a record in the MANAGEMENT REPORTING FILE (NAAB).
ACO CODE	A code which identifies a specific Contacting Officer. It must be entered on ADD transaction, cannot be changed on CHANGE transaction.
CAO CODE	A code which identifies a specific Administration/Procurement Office. It must be entered on an ADD transaction. For a PCO, the DoDAAC Code is used.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACO NAME	The name of an individual Administrative Contracting Officer. It must be entered on an ADD transaction.
ACO/PCO TYPE	An indicator as to whether an ACO or PCO is administering the contract/subcontract. It must be entered and must be either ACO or PCO.
CITY	City in which the ACO/PCO is located. It must be entered.
STATE	State in which the ACO/PCO is located. It must be entered if COUNTRY CODE is blank or US is the country abbreviation.
ZIP CODE	ZIP code area in which the ACO/PCO is located. It must be entered if the COUNTRY CODE is US.
COUNTRY	Must be entered if STATE CODE is blank and US is not the country. See list on code at the end of this chapter.
ACO TELEPHONE NO	COMMERCIAL: Commercial phone number. AUTOVON: AUTOVON phone number.

2.9.3.4 UNKC11 - ACO/PCO NAME AND ADDRESS TABLE INQUIRY

   a. GENERAL - This program provides authorized personnel the ability
to view records from the ACO NAME AND ADDRESS FILE (NAAB).

   b. SCREEN FORMAT - Figure 2.9.3-4 is an example of the screen format
for UNKC11.

```
*************************************************************************
UNKC11            CUSTOMS DUTY FREE SYSTEM  DCMD NY                DDMMMY
VER 01            ACO/PCO NAME AND ADDRESS TABLE INQUIRY       HH:MM:SS:



ACO/PCO CODE: xxxxxxxx            CAO: xxxxxx

     ADDRESS: xxxxxxxxxxxxxxxxxxxxxxxxxxxx    xxxxxxxxxxxxxxxxxxxxxxxxxxxx

              xxxxxxxxxxxxxxxxxxxxxxxxxxxx    xxxxxxxxxxxxxxxxxxxxxxxxxxxx

CITY: xxxxxxxxxxxxxxx   STATE: xx       COUNTRY: xx      ZIP: xxxxx-xxxx

ACO TELEPHONE NO: COMMERCIAL: ## ### ### ####  AUTOVON: ### ####




   xxxxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxx  function
*************************************************************************
                        FIGURE 2.9.3-4
```

   c. INPUT INSTRUCTIONS

     If the user is authorized inquiry to the ACO NAME AND ADDRESS FILE
(NAAB), the program reads the ACO NAME AND ADDRESS FILE (NAAB) for the
requested record after the user enters an ACO CODE. The UNKC11 screen
is displayed with the data from the requested record. If the user is
not authorized inquiry to the ACO NAME AND ADDRESS FILE (NAAB), the
program returns to the calling menu. If the requested record is not
found, the message RECORD NOT ON FILE is displayed.

     When the user exits the (NAAB) program, UNKC62 is called to create
a record in the MANAGEMENT REPORTING FILE (NA10_NAAC).

     See input instructions for UNKC10 for a detailed description of the
displayed data fields.

2.9.3.5 UNKC12 - CONTRACTOR NAME AND ADDRESS TABLE MANAGEMENT

   a. GENERAL - This program provides authorized personnel the ability
to add, change, inquire or delete records in the CONTRACTOR NAME AND
ADDRESS FILE (NAAM).

   b. SCREEN FORMAT - Figure 2.9.3-5 is an example of the screen format
of UNKC12.

```
**************************************************************************
UNKC12              CUSTOMS DUTY FREE SYSTEM  DCMD NY           DDMMMYY
VER 01           CONTRACTOR NAME AND ADDRESS TABLE MANAGEMENT    HH:MM:SS


                          ACTION CODE: x



CAGE: xxxxx

NAME & ADDRESS:   xxxxxxxxxxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxx

                  xxxxxxxxxxxxxxxxxxxxxxxxx   xxxxxxxxxxxxxxxxxxxxxxxxx

CITY: xxxxxxxxxxxxxxx    STATE: xxx  COUNTRY: xx   ZIP: xxxxx-xxxx

TELEPHONE NO: ## ### ### ####

ACO CODE: xxxxx


   xxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxxx  function
**************************************************************************
                         FIGURE 2.9.3-5
```

   c. INPUT INSTRUCTIONS

     The program displays Screen UNKC12 with the cursor positioned on the
ACTION field. The program processes the user's input action. The
program checks the passed FILE ACCESS CODE and compare the requested
action to see if it is allowed. The message REQUESTED ACTION NOT
ALLOWED - PLEASE REENTER is displayed if the user is not authorized to
perform the requested action than the cursor is repositioned to the
ACTION field. If the user is authorized to perform the requested
function the program performs the action as noted below.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION	A= ADD, C= CHANGE, D= DELETE, or E=EXIT.
ACTION ADD	The program insures that the record does not exist in the CONTRACTOR NAME AND ADDRESS FILE (NAAM) and displays the message RECORD ALREADY EXISTS if the user attempts to add a record that does exist. The program adds the requested record if the field edits are successful. The program positions the cursor on the field that is currently being read and displays an error message related to the field if an error occurs.
ACTION CHANGE	The program reads the CONTRACTOR NAME AND ADDRESS FILE (NAAM) and displays the data contents of the record on the UNKC12 Screen. If the requested record is not found the message RECORD NOT ON FILE is display. If the calling program is UNKC03 the program allows access to only the specific records for the contractors of the ACO that is the user. The program updates the requested record if the field edits are successful. The program positions the cursor on any field that is in error, if an edit error occurs it displays an error message relating to the field in error.
ACTION DELETE	The program reads the CONTRACTOR NAME AND ADDRESS FILE (NAAM) for the requested record and displays the data contents of the record on the UNKC12 Screen. The message DEPRESS PF1 TO CONFIRM DELETE will be displayed. If the requested record is not found the message RECORD NOT ON FILE is displayed. The program deletes the record if the user confirms the delete request.
ACTION EXIT	The program calls UNKC62 to create a record in the MANAGEMENT REPORTING FILE (NAAB).
CAGE CODE	Commercial and Government Entity Code. A code which identifies a specific Contractor. It must be entered on ADD transaction, cannot be changed on a CHANGE transaction.
CONTRACTOR NAME	The name of an individual contractor. It must be entered on add transaction.
CONTRACTOR ADDRESS	The street address of an individual contractor.

FIELD ELEMENT	ELEMENT DESCRIPTION
CITY	City in which the contractor is located. It must be entered.
STATE	State in which the contractor is located. It must be entered if COUNTRY CODE is blank or US is the country abbreviation.
ZIP CODE	ZIP code area in which the contractor is located. It must be entered if COUNTRY CODE is US.
COUNTRY	Must be entered if STATE CODE is blank and US is not the country. See listing of country codes at the end of this chapter.
TELEPHONE NO:	Telephone number of the contractor.
ACO CODE	A code which identifies a specific Contacting Officer.

2.9.3.6 UNKC13 - CONTRACTOR NAME AND ADDRESS TABLE INQUIRY

   a. GENERAL - This program provide authorized personnel the ability to
inquire into the CONTRACTOR NAME AND ADDRESS FILE (NAAM).

   b. SCREEN FORMAT - Figure 2.9.3-6 is an example of the screen format
for UNKC13.

```
************************************************************************
UNKC13            CUSTOMS DUTY FREE SYSTEM   DCMD NY              DDMMMYY
VER 01           CONTRACTOR NAME AND ADDRESS TABLE INQUIRY       HH:MM:SS



         CAGE: xxxxx

NAME & ADDRESS:xxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

               xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   CITY: xxxxxxxxxxxxxxx  STATE: xxx   COUNTRY: xx    ZIP: xxxxx-xxxx

   TELEPHONE NO: ## ### ### ####


  ACO CODE: xxxxx
  ACO TELEPHONE: COMMERCIAL: ## ### ### ####     AUTOVON: ### ####


xxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx function
************************************************************************
                     FIGURE 2.9.3-6
```

   c. INPUT INSTRUCTIONS

      If the user is authorized inquiry to the CONTRACTOR NAME AND ADDRESS
FILE (NAAM) the program reads the CONTRACTOR NAME AND ADDRESS FILE
(NAAM) for the requested record after the user enters a CAGE CODE. The
UNKC13 Screen is displayed with the data from the requested record. If
the user is not authorized inquiry to the CONTRACTOR NAME AND ADDRESS
FILE (NAAM), the program returns to the calling menu. If the requested
record is not found, the message RECORD NOT ON FILE is displayed. When
the user exits this program, the program will call UNKC62 to create a
record in the MANAGEMENT REPORTING FILE (NA10_NAAC). See input
instructions for UNKC12 for a detailed description of the data fields.

2.9.3.7 UNKC15 - BROKER NAME AND ADDRESS FILE INQUIRY

   a. GENERAL - This program provides authorized personnel the ability
to inquire into the BROKER NAME AND ADDRESS FILE (NAAH).

   b. SCREEN FORMAT - Figure 2.9.3-7 is an example of the screen format
for UNKC15.

```
**********************************************************************
UNKC15              CUSTOMS DUTY FREE SYSTEM  DCMD NY          DDMMMYY
VER 01              BROKER NAME AND ADDRESS FILE INQUIRY       HH:MM:SS




     BROKER REF. NO.: xxxxxxxxxxx

NAME & ADDRESS: xxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxx

                xxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxxxxxxxxxxxxxx

   CITY: xxxxxxxxxxxxxxx  STATE: xx     COUNTRY: xx    ZIP: xxxxx-xxxx

   TELEPHONE NO: ## ### ### ####




xxxxxxxxxxxxxxxxxxxxxxxx (MESSAGE AREA) xxxxxxxxxxxxxxxxxxxxxxxxxxxx function
**********************************************************************
```
                          FIGURE 2.9.3-7

   c. INPUT INSTRUCTIONS

     If the user is authorized inquiry to the BROKER NAME AND ADDRESS
(NAAH) file, the program reads the BROKER NAME AND ADDRESS (NAAH) file
for the requested record after the user enters a BROKER CODE. The
UNKC15 Screen displays the data from the requested record. If the user
is not allowed inquiry to the BROKER NAME AND ADDRESS (NAAH) file, the
program returns to the calling menu. If the requested record is not
found, the message RECORD NOT ON FILE is displayed. When the user exits
this program, the program calls UNKC62 to create a record in the
MANAGEMENT REPORTING (NA10_NAAC) file.

FIELD ELEMENT	ELEMENT DESCRIPTION
BROKER REFERENCE NUMBER	A code which identifies a specific Broker.
BROKER NAME	The name of an individual broker.
BROKER ADDRESS	The street address of an individual broker.
CITY	City in which the broker is located.

FIELD ELEMENT	ELEMENT DESCRIPTION
STATE	State in which the broker is located.
ZIP CODE	ZIP code area in which the broker is located.
COUNTRY	Country in which the broker is located if other than US.
TELEPHONE NO	Telephone number of the broker.

2.9.3.8 UNKC16 - MAIL FILE SYSTEM (INQUIRY)

   a.   GENERAL - This program will allow users to access the MAIL FILE.
A listing of the contents of mail file for a specific activity can be
displayed. Individual letters in the file can be selected to be
reviewed online or to be printed at a local site. The ACO cannot add
new entries to the MAIL FILE via this program.

   b.   SCREEN FORMATS - UNKC16S1 MAIL FILE INQUIRY (Figure 2.9.3-8a) and
UNKC16S2 MAIL FILE MAINTENANCE (Figure 2.9.3-8b) are examples of the
screen formats.

```
**********************************************************************
UNKC16S1          CUSTOMS DUTY FREE SYSTEM  DCMD NY              DDMMMYY
VER 01                       MAIL FILE INQUIRY                   HH:MM:SS

          MAIL FROM: xxxxxxxx   TO: xxxxxxxx  DATES: xxxxxxx TO xxxxxxx

          OPT                 TITLE                    TO/FROM    DATE

           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx
           X   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxx

          DOWNLOAD FILE NAME:  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

MESSAGE AREA xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  function
                          FIGURE 2.9.3-8a
```

2.9.3.8 UNKC16 - MAIL FILE SYSTEM (INQUIRY) (CONT'D)

```
**********************************************************************
UNKC16S2      CUSTOMS DUTY FREE SYSTEM  DCMD NY                 DDMMMYY
VER 01                   MAIL FILE MAINTENANCE                  HH:MM:SS


      TO/FROM: xxxxxxxx  TITLE: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

      CREATED: xxxxxxx  UPDATED: xxxxxxx  REVIEWED: xxxxxxx


      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

MESSAGE AREA xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   function
**********************************************************************
```
                          FIGURE 2.9.3-8b

  c. INPUT INSTRUCTIONS

     This program will display the UNKC16S1 Screen and allow the user to
select a listing of correspondence from/to a specific activity during a
given range of dates. The program will read the MAIL FILE using the
user's selection criteria and display a listing of record entries on the
UNKC16S1 Screen based on records in the mail file. The program allows
the user to input a value into the OPT field on the UNKC16S1 Screen and
will process that option as noted below. The UNKC16S2 Screen is
utilized by the system to display the document selected by the user.
DLAM 8OOO.3

          OPT = L (list mail)

The program will read the requested records from the MAIL variable file
and display the data on Screen UNKC16S2. If the records displayed have
not yet been reviewed by the RECEIVER and the user is the originator,
the program will allow the user to update the records or delete the
records. If update/deletion is permitted, the program will display the
message DEPRESS PF1 TO UPDATE - PF2 TO DELETE - PF3 TO RETURN The
program will update or delete the records if the user indicates these
actions. The program will redisplay the UNKC16S1 Screen if the user
requests return to the menu.

OPT = D (download mail)

The program will position the cursor on the DOWNLOAD FILE NAME field and require the user to input a file name. The program will read the MAIL variable file for the selected records and transmit them to the user's terminal writing them to the DOWNLOAD FILE. After the records have been transmitted, the program will clear the data in the DOWNLOAD FILE NAME field and redisplay Screen UNKC16S1.

OPT = E (exit)

The program will call UNKC62 to create a record in the Management Information Report.

FIELD ELEMENT	ELEMENT DESCRIPTION
MAIL FROM	The name of the originator/sender of the document.
MAIL TO	The addressee of the document.
DATES FROM/TO	Range of dates to be searched to retrieve a document or group of documents.
TITLE	Unique name of an individual document.
DOWNLOAD FILE NAME	Name of file in which downloaded mail/ documents are to be stored after retrieval.
CREATED	Date document created.
UPDATED	Date document updated.
REVIEWED	Date document reviewed.

2.9.3.9   CONTRACTS MAINTENANCE

   a.   GENERAL - This program allows authorized personnel the ability to
add, change, or delete records in the CONTRACTS FILE (NAA8_NAAL).

   b.   SCREEN FORMAT - Figure 2.9.3-9 is a sample of the contracts
maintenance screen UNKC18.

```
************************************************************************

UNKC18             CUSTOMS DUTY FREE SYSTEM - DCMD NY            DDMMMYY
VER 01             CONTRACTS MAINTENANCE - ACO DATA ENTRY        HH:MM:SS


                          ACTION CODE: #

 PIIN: #############      SPIIN: ####         DOL-VAL: ###########

 TYPE CONTRACT: #  EXPIRATION DATE:## ### ##  DT-NOTIFICATION:## ### ##

 CAGE: #######            CONTRACTOR: ############################
       ############################    ############################
       ############################
 CITY: ############         STATE: ##           ZIP: #####  ####

 ACO CODE: ######    CAO: ###### ACO NAME: ############################

 ACO TELEPHONE NUMBER: COMMERCIAL:## ### ### ####  AUTOVON: ### ####




#################### (MESSAGE AREA) ######################### function
************************************************************************
                          FIGURE 2.9.3-9
```

   c.   INPUT INSTRUCTIONS

     The program displays Screen UNKC18 with the cursor positioned on the
ACTION field.   The program processes the user's input action.   The
program checks the passed FILE ACCESS CODE and compare the requested
action to see if it is allowed.   The message REQUESTED ACTION NOT
ALLOWED - PLEASE REENTER is displayed if the user is not authorized to
perform the requested action and then the cursor is positioned on the
ACTION field.   If the user is authorized to perform the requested
action, the program performs the action as noted below.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION	A= ADD, C= CHANGE, D= DELETE, or E=EXIT.
ACTION ADD	The program insures that the record (PIIN_SPIIN) does not exist in the CONTRACTORS FILE (NAA8_NAALM) and displays the message RECORD ALREADY EXISTS if the user attempts to add a record that does exist. The program adds the requested record if the field edits are successful. The program positions the cursor on the field that is currently being read and displays an error message related to the field if an error occurs. If the edits are satisfactory, the system generated fields described below are added to the record, with the record added to the CONTRACTS FILE (NAA8_NAAL). The program reads the SUSPENSE FILE (NAA7_NAAL) to determine if any shipments are suspended for the entered PIIN_SPIN. If a suspended record is found and has not been cleared, the program is chained to UNKC42 to attempt to recertify the suspended shipment.
ACTION CHANGE	The program reads the CONTRACTORS FILE (NAA8_NAAL) for the entered PIIN_SPIIN and displays the data contents of the record on the UNKC18 Screen. If the requested record is not found the message RECORD NOT ON FILE is displayed. If the calling program is UNKC03 the program allows access to only the specific records for the ACO that is the user. If the edits are satisfactory, the system generated fields described below are added to the record, with the program updating the CONTRACTS FILE (NAA8_NAAL). The program reads the SUSPENSE FILE (NAA7_NAAL) to determine if any shipments are suspended for the entered PIIN_SPIN. If a suspended record is found and has not been cleared, the program is chained to UNKC42 to attempt to recertify the suspended shipment. The program updates the requested record if the field edits are successful. The program positions the cursor on any field that is in error if an edit error occurs and displays an error message relating to the field. The program redisplays the UNKC18 screen with the retrieved data, allowing updates to all CONTRACTS FILE (NAA8_NAAL) fields except ACTION, PIIN, and SPIIN.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION DELETE	The program (UNKC18)reads the CONTRACTORS FILE (NAA8_NAAL) for the requested PIIN_SPIIN and displays the data contents of the record on the UNKC18 Screen. The message DEPRESS PF1 TO CONFIRM DELETE will be displayed. If the record is found and the CUM_DOL field is blank, the program will read the Contractor name and address file to pick up the Contractor name and address, and the ACO name and address file to pick up the CAO, ACO name and telephone. The program will redisplay the UNKC18 Screen with the retrieved data, allowing no updates to any fields. The message ENTER DEL TO DELETE will be displayed. If the requested record is not found the message RECORD NOT ON FILE is displayed. The program deletes the record if the user confirms the delete request.
ACTION EXIT	The program calls UNKC62 to create a record in the MANAGEMENT REPORTING FILE (NA10_NAAC). This is also performed if PA2 is depressed.
PIIN	Procurement Instrument Identification Number which identifies the ordering instrument for supplies or services.
SPIIN	Supplementary Procurement Instrument Identification Number is the order number for supplies and services under a basic procurement instrument.
DOL-VAL	The total dollar value of the specific contract.
TYPE CONTRACT	An indicator which identifies the type of contractual document; e.g, Firm Fixed Price, Cost, etc. See DLAM 8000.3, Part 1.
EXPIRATION DATE	Final contract delivery date for the selected PIIN/SPIIN.
DT-NOTIFICATION	The date on which the ACO forwarded notification that specific supplies qualify for Duty-Free Entry.
CAGE CODE	Commercial and Government Entity Code. A code which identifies a specific Contractor.
CONTRACTOR NAME	The name of an individual contractor.

FIELD ELEMENT	ELEMENT DESCRIPTION
CONTRACTOR ADDRESS	The street address of an individual contractor.
CITY	City in which the contractor is located.
STATE	State in which the contractor is located.
ZIP CODE	ZIP code area in which the contractor is located.
ACO CODE	A code which identifies a specific Contacting Officer.
CAO CODE	A code which identifies a specific Administration Office. DoDACC codes are used of Procurement offices.
ACO NAME	The name of an individual Administrative Contracting Officer.
ACO/PCO TYPE	An indicator as to whether an ACO or PCO is administering the contract/subcontract. It must be entered and must be either ACO or PCO.
ACO TELEPHONE NO:	COMMERCIAL: Commercial phone number. AUTOVON: AUTOVON phone number.

2.9.3.10 CONTRACTS MAINTENANCE

  a. GENERAL - This program allows authorized personnel the ability to
add, change, or delete records in the SUBCONTRACT FILE (NAA8_NAAL).

  b. SCREEN FORMAT - Figure 2.9.3-10 is a sample of the subcontract
maintenance screen UNKC53.

```
*************************************************************************
UNKC53        CUSTOMS DUTY FREE SYSTEM - DCMD NY                DDMMMYY
VER 01     SUB CONTRACTS MAINTENANCE - ACO DATA ENTRY          HH:MM:SS


                          ACTION CODE: #


PIIN: ########## SPIIN: #### SUB PO: ########### DOL-VAL: ############

  TYPE CONTRACT: #  EXPIRATION DATE:## ### ##  DT-NOTIFICATION:## ### ##

  SUBCONTRACTOR: ##########################  ##########################
                 ##########################  ##########################

  CITY: ############        STATE: ###      ZIP: #####-####

CAO: ######      ACO CODE: ########      ACO NAME: ##################

  ACO TELEPHONE NUMBER: COMMERCIAL:## ### ### #### AUTOVON: ### ####


########################################################      #######


*************************************************************************
                          FIGURE 2.9.3-10
```

  c. INPUT INSTRUCTIONS

    The program displays Screen UNKC19 with the cursor positioned on the
ACTION field. The program processes the user's input action. The
program checks the passed FILE ACCESS CODE and compares the requested
action to see if it is allowed. The message REQUESTED ACTION NOT
ALLOWED - PLEASE REENTER is displayed if the user is not permitted to
perform the requested action than the cursor is repositioned on the
ACTION field. If the user is authorized to perform the requested action
the program performs the action as noted below.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION	A= ADD, C= CHANGE, D= DELETE, or E=EXIT.
ACTION ADD	The program insures that the record (PIIN_SPIIN) does not exist in the SUBCONTRACTOR FILE (NAA8_NAALM) and displays the message RECORD ALREADY EXISTS if the user attempts to add a record that does exist. The program adds the requested record if the field edits are successful. The program positions the cursor on the field that is currently being read and displays an error message related to the field if an error occurs. If the edits are satisfactory, the system generated fields described below are added to the record, and the record is written to the CONTRACTS FILE (NAA8_NAAL). The program reads the SUSPENSE FILE (NAA7_NAAL) to determine if any shipments are suspended for the entered PIIN_SPIN. If a suspended record is found and has not been cleared, the program is chained to UNKC42 to attempt to recertify the suspended shipment.
ACTION CHANGE	The program reads the SUBCONTRACTOR FILE (NAA8_NAAL) for the entered PIIN_SPIIN and displays the data contents of the record on the UNKC53 Screen. If the requested record is not found the message RECORD NOT ON FILE is displayed. If the calling program is UNKC03 the program allows access to only the specific records for the ACO that is the user. If the edits are satisfactory, the system generated fields described below are added to the record, and the program updates the SUBCONTRACT FILE (NAA8_NAAL). The program reads the SUSPENSE FILE (NAA7_NAAL) to determine if any shipments are suspended for the entered PIIN_SPIN. If a suspended record is found and has not been cleared, the program is chained to UNKC42 to attempt to recertify the suspended shipment. The program updates the requested record if the field edits are successful. The program positions the cursor on any field that is in error if an edit error occurs and displays an error message relating to the field. The program redisplays the UNKC53 Screen with the retrieved data, allowing updates to all SUBCONTRACT FILE (NAA8_NAAL) fields except ACTION, PIIN, and SPIIN.

FIELD ELEMENT	ELEMENT DESCRIPTION
ACTION DELETE	The program reads the SUBCONTRACTOR FILE (NAA8_NAAL) for the requested PIIN_SPIIN and displays the data contents of the record on the UNKC53 Screen. The message DEPRESS PF1 TO CONFIRM DELETE will be displayed. If the record is found and the CUM_DOL field is blank, the program will read the Contractor name and address file to pick up the Contractor name and address, and the ACO name and address file to pick up the CAO, ACO name and telephone. The program will redisplay the UNKC53 Screen with the retrieved data, allowing no updates to any fields. The message ENTER DEL TO DELETE will be displayed. If the requested record is not found, the message RECORD NOT ON FILE is displayed. The program deletes the record if the user confirms the delete request.
ACTION EXIT	The program calls UNKC62 to create a record in the MANAGEMENT REPORTING FILE (NA10_NAAC). This is also performed if the PA2 key is depressed.
PIIN	Procurement Instrument Identification Number which identifies the ordering instrument for supplies or services.
SPIIN	Supplementary Procurement Instrument Identification Number is the order number for supplies and services under a basic procurement instrument. SUB POA number which identifies a contract or purchase order placed with a subcontractor.
DOL-VAL	The total dollar value of the specific contract.
TYPE CONTRACT	An indicator which identifies the type of contractual document; e.g, Firm Fixed Price, Cost, etc. See DLAM 8000.3, Part 1.
EXPIRATION DATE	Final contract delivery date for the selected PIIN/SPIIN.
DT-NOTIFICATION	The date on which the ACO forwarded notification that specific supplies qualify for Duty-Free Entry.
SUBCONTRACTOR NAME	The name of an individual subcontractor.
SUBCONTRACTOR ADDRESS	The street address of an individual subcontractor.

FIELD ELEMENT	ELEMENT DESCRIPTION
CITY	City in which the subcontractor is located.
STATE	State in which the subcontractor is located.
ZIP CODE	ZIP code area in which the subcontractor is located.
ACO CODE	A code which identifies a specific Contacting Officer.
CAO CODE	A code which identifies a specific Administration Office. It must be entered on ADD transaction. DoDAAC codes are used of Procurement Offices.
ACO NAME	The name of an individual Administrative Contracting Officer.
ACO/PCO TYPE	An indicator as to whether an ACO or PCO is administering the contract/subcontract. It must be entered and must be either ACO or PCO.
ACO TELEPHONE NO	COMMERCIAL: Commercial phone number. AUTOVON: AUTOVON phone number.

2.9.4 OUTPUT PRODUCTS

   a. GENERAL - This chapter describes the hard copy output products
that Contract Administration may receive automatically or by request.
The information is provided for each of these reports includes
identifying its purpose, source of data, frequency, and other technical
information as required. Sample reports are included.

2.9.4.1 UNKC30 - QUARTERLY ACO ACTIVITY REPORT

   a. DATA SUMMARY

PURPOSE: To provide DLA Headquarters and Field
                                  Offices with quarterly reports listing
                                  all Customs Duty-Free requests that
                                  have been completed or pending.

DATA ELEMENT   SOURCES OF DATA:

  CAO   ACO NAME AND ADDRESS FILE
  ACO NUMBER   CONTRACTS FILE ACO NAME - ACO NAME
                                      AND ADDRESS FILE
  CAGE   CONTRACTS FILE
  CONTRACTOR NAME   CONTRACTOR NAME AND ADDRESS FILE
    AND ADDRESS
  PIIN   CONTRACTS FILE
  SPIIN   CONTRACTS FILE
  SUB PO   CONTRACTS FILE
  TYPE OF CONTRACT   CONTRACTS FILE
  CONTRACT PRICE   CONTRACTS FILE
  EXPIRATION DATE   CONTRACTS FILE
  DATE OF NOTIFICATION   CONTRACTS FILE
  CUMULATIVE DOLLAR   CONTRACTS FILE
  VALUE OF SHIPMENT

TYPE OF MEDIUM: Hard copy Report

FREQUENCY: Quarterly/As Required - Determined
                                  Locally

REPORT LEVEL: DCMC, DCMRs, CAOs

SORT SEQUENCE: By CAO, ACO, PIIN/SPIIN

PAGE BREAK: CAO, ACO

b. REPORT FORMAT - Figure 2.9.4-1 is a sample of the Quarterly ACO
Activity Report, UNKC 30.

```
***********************************************************************
                    QUARTERLY ACO ACTIVITY REPORT

REPORT NUMBER  UNKC30        DATE xx xxx xx                    PAGE xxx


                    CUSTOMS DUTY FREE ENTRY SYSTEM
                    QUARTER ACO ACTIVITY REPORT


   CAO: xxxxx           ACO NAME:  xxxxxxxxxxxxxxxxxxxxxxxx

CAGE: xxxxx   CONTRACTOR: xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx

PIIN: xxxxxxxxxxxxx   SPIIN: xxxx  SUB PO: xxxxxxxxxxxxx

    CONTRACT/          EXPIRATION       DOLLAR VAL     DATE OF    DOLLAR VAL
  SUBCONTRACT PRICE      DATE            SHIPMENT      IMPORT      OF DUTY

xxxxxxxxxxxx           xx xxx xx        xxxxxxxxxx    xx xxx xx   xxxxxxxxxx


CAGE:  xxxxx CONTRACTOR:  xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx

PIIN: xxxxxxxxxxxxx   SPIIN: xxxx  SUB PO: xxxxxxxxxxxxx

    CONTRACT/          EXPIRATION       DOLLAR VAL     DATE OF    DOLLAR VAL
  SUBCONTRACT PRICE      DATE            SHIPMENT      IMPORT      OF DUTY
xxxxxxxxxxxx           xx xxx xx        xxxxxxxxxx    xx xxx xx   xxxxxxxxxx

***********************************************************************
                           FIGURE 2.9.4-1
```

c. REPORT ELEMENT DESCRIPTIONS

     This program will read the CONTRACTS file sequentially. For every
record, the program will read the ACO NAME AND ADDRESS file using ACO
NUMBER from the CONTRACTS record as the key, and the program will read
the CONTRACTOR NAME AND ADDRESS file using CAGE from the CONTRACTS
record read as the key.

FIELD ELEMENT	ELEMENT DESCRIPTION
CAO	A code which identifies a specific Administration Office. It must be entered on ADD transaction. DoDAAC codes are used of Procurement Offices.
ACO NAME	The name of an individual Administrative Contracting Officer.
CAGE CODE	CAGE CODE. Commercial and Government Entity Code. A code which identifies a specific Contractor. It must be entered on ADD transaction, cannot be changed on CHANGE transaction.
CONTRACTOR NAME	The name of an individual contractor. It must be entered on add transaction.
CONTRACTOR ADDRESS	The mailing address of an individual contractor including street, city, state and ZIP Code.
PIIN	Procurement Instrument Identification Number which identifies the ordering instrument for supplies or services.
SPIIN	Supplementary Procurement Instrument Identification Number is the order number for supplies and services under a basic procurement instrument.
SUB PO	A number which identifies a contract or purchase order placed with a subcontractor.
CONTRACT/SUBCONTRACT PRICE	The contract/subcontract price.
EXPIRATION DATE	Final contract delivery date for the selected PIIN/SPIIN.
DOLLAR VAL SHIPMENT	The dollar value of a specific shipment.
DATE OF IMPORT	The date on which supplies were imported duty-free as part of the Duty-Free Entry program.
DOLLAR VAL OF DUTY	The dollar value of the duty for a specific shipment as determined by the US Customs Service.

2.9.5 STATE ABBREVIATIONS

STATE	ABBREVIATION	STATE	ABBREVIATION
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Washington DC	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

2.9.6 INTERNATIONAL STANDARD COUNTRY CODES (ISO)

COUNTRY	CODE	COUNTRY	CODE
Afghanistan	AF	Denmark	DK
Albania	AL	Diibouti	DJ
Algeria	DZ	Dominica	DM
American Samoa	AS	Dominican Republic	DO
Andorra	AD		
Angola	AO	Ecuador	EC
Anguilla	AI	Egypt	EG
Antiqua and Barbuda	AG	El Salvador	SV
Argentina	AR	Equatorial Guinea	GO
Aruba	AW	Estonia	SU
Australia	AU	Ethipoia	ET
Austria	AT		
Azores	PT	Falkand Islands	FK
		(MALVINAS)	
Bahamas	BS	Faroe Islands	FO
Bahrain	BH	Fiji	FJ
Bangladesh	BD	Finland	FI
Barbados	BB	France	FR
Belgium	BE	French Guiana	GF
Belize	BZ	French Polynesia	PF
Benin	BJ	French Southern &	TF
Bermuda	BM	Antartic Lands	
Bhutan	BT		
Bolivia	BO	Gabon	GA
Botswana	BW	Gambia, The	GM
Brazil	BR	Gaza	IL
Br. Indian Ocean Ter	IO	German Democratic	DD
Br. Virgin Islands	VG	Republic	
Brunei Darussalom	BN	Germany Federal	DE
Bulgaria	BG	Republic	
Burkina Faso	BF	Ghana	GH
Burundi	BI	Gibraltar	GI
		Greece	GR
Cambodia	KH	Greenland	GL
Cameroon	CM	Grenada	GD
Canada	CA	Guadeloupe	GP
Canary Islands	ES	Guatemala	GT
Canton and Enderbury	KI	Guinea	GN
Islands		Guinea-Bissau	GW
Cape Verde	CV	Guyana	GY
Cayman Island	KY		
Central African Rep.	CF	Haiti	HI
Chile	CL	Heard & McDonald Is.	HM
China	CN	Honduras	HN
Christmas Islands	CX	Hong Kong	HK
Cocos (KEELING) Is.	CC	Hungary	HU
Colombia	CO		
Comoros	KM	India	IN
Cook Islands	CK	Indonesia	ID
Costa Rica	CR	Iran	IR
Cuba	CU	Iraq	IQ
Cyrus	CY	Iraq-Saudi Arabia	NT
Czechoslovakia	CS	Neutral Zone	

COUNTRY	CODE	COUNTRY	CODE
Ireland	IE	Nambia	NA
Israel	IL	Nauru	NR
Italy	IT	Nepal	NP
Ivory Coast	CI	Netherlands	NL
		Netherlands Antillies	AN
Jamaica	JM		
Japan	JP	New Caledonia	NC
Johnston Atoll	UM	New Zealand	NZ
Jordan	JO	Nicaragua	NI
		Niger	NE
Kampuchea Democratic	KH	Nigeria	NG
Kenya	KE	Niue	NF
Kiribati	KI	Norfolk Island	NF
Korea, Democratic Peoples	KP	Northern Mariana Is.	MP
		Norway	NO
Korea, Pepublic of	KR		
Kuwait	KW	Oman	OM
Lao Peoples's Democratic Republic	LA	Pakistan	PK
		Palau	PW
Latvia	SU	Panama	PA
Lebanon	LB	Papua New Guineain	PG
Lesoth	LS	Paraguay	PY
Liberia	LR	Philippines	PH
Libya	LY	Pitcairn Island	PN
Liechtenstein	LI	Poland	PL
Lithuania	SU	Portugal	PT
Luxemburg	LU	Puerto Rico	PR
Macau	MO	Quatar	QA
Madagascar	MG		
Maderira Island	PT	Reunion	RE
Malawi	MW	Romania	RO
Malaysia	MY	Rwanda	RW
Maldives	MV		
Mali	ML	St. Christoper & Nevis	KN
Malta	MT	St. Helena	SH
Marshall Islands	MH	St. Kitts	KN
Martinque	MQ	St. Lucia	LC
Mauritius	MU	St. Pierre & Miquelon	PM
Mexico	MX		
Micronesia Federated States of	FM	St. Vincent & The Grenadines	VC
Midway Island	UM	Samoa	WS
Monaco	MC	San Marino	SM
Mongolia	MN	Sao Tome & Principe	ST
Monsterat	MS	Saudi Arabia	SA
Morocco	MA	Senegal	SN
Mozambique	MZ	Seychelles	SC

COUNTRY	CODE
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Spanish Africa	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swailand	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan	TW
Tanzania	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad & Tobago	TT
Tunisia	TN
Turkey	TR
Turks and Caicos ls.	TC
Tuvalu	TV
Uganda	UG
United Arab Emirates	AE
United Kingdom	GB
United States	US
Uruguay	UY
USSR	SU
United States Minor Outlying	UM
Vanuatu	VU
Vatican City State	VA
Venezuela	VE
Viet Nam	VN
Virgin Islands (US)	VI
Wake Island	UM
Wallis and Futuna Is	WF
Western Sahara	EH
Western Samoa	WS
Yemen (Sanaa)	YE
Yemen Democratic	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

CHAPTER 10   CONTRACT MANAGEMENT PAPERLESS AUTOMATED SUPPORT SYSTEM -
            COMPASS

CHAPTER TABLE OF CONTENTS

CHAPTER 10   CONTRACT MANAGEMENT PAPERLESS AUTOMATED SUPPORT SYSTEM -
            COMPASS

2.10.1   CHAPTER OVERVIEW

   This chapter contains information on the Contract Management Paperless
Automated Support System (COMPASS) developed by DLA Systems Design
Center, Columbus, Ohio. COMPASS automatically downloads ACO's work
files from the Mechanization of Contract Administration Services (MOCAS)
data base system to a mid-level file server from which a number of
personal computers can access data. The COMPASS system is designed to
assist in the transition to a paperless office environment. For most
applications COMPASS can replace the monthly printouts of the Contract
Administration Report (CAR).

2.10.1.1   SYSTEM DESCRIPTION

   a.   COMPASS is a personal computer based program that accesses the CAR
work files for an ACO. ACO work files are extracted from the MOCAS data
base and transferred daily to a minicomputer which acts as a mid-level
file server. Only the data which has changed in the previous night's
cycle is downloaded. Users then access the CAR data via the file server
eliminating individual downloading to the PC.

   b.   The COMPASS system has two functions. The first is to extract and
download the ACO's portion of the CAR to the file server. The second is
to allow the ACO or contract administrator to access the data on the
file server from a personal computer in order to make inquiries or
generate completed letters.

   c.   The COMPASS system is still in the development process. Within
the COMPASS Applications section are some features that are not
currently implemented and some sections are scheduled for revision to
incorporate modifications suggested by ACOs and Contract Administrators
currently using the system.

2.10.2   GETTING STARTED

   COMPASS is started by typing COMPASS in the directory where the
COMPASS application was installed. This command will set up the
environment which is needed to run the application, and then start the
application.

2.10.3 COMPASS APPLICATIONS

   a. Below is the COMPASS MASTER MENU, the first screen which will be
displayed when COMPASS is run. All COMPASS options are accessed through
this menu.

NOTE: Throughout the application, online HELP can be accessed by
depressing PF1.

   b. The SPIIN field is a five position field throughout the applica-
tion. This is the same as the SPIIN field size in MOCAS. Users should
make note of this field size and be aware that their entries for
contract number will not fill this field.

```
**********************************************************************
   CAR001        2.1           COMPASS MASTER MENU             YY MM DD


  INQUIRIES                             DATA BASE MAINTENANCE

  LETTER GENERATION                     CONTRACT REVIEW

  PENDING CONTRACT ALERTS               NEW CONTRACTS

  MODIFIED CONTRACTS                    ABOUT THE PROGRAM

           EXPLANATION OF THE HIGHLIGHTED OPTION




  Updated Data Available, use data base maintenance       F1 = HELP
  Date of Last Update: mm/dd/yy                            ESC = EXIT
**********************************************************************
```
                         FIGURE 2.10.3-1

   c. To access one of the master menu options, move the highlight bar
to the desired option and depress ENTER or depress the first letter of
the desired option. The program will then load the desired option and
continue with the next screen. To exit the program, depress the ESCAPE
key.

2.10.3.1 INQUIRIES

   a. All inquiry operations for the COMPASS program are accessed
through this master menu option.   Selections are made by either
entering the option letter on the left (A, B, C, etc.) or using the
arrow keys to move the highlight bar to the desired option and
depressing ENTER. The inquiry menu displays only 13 choices at one
time, but the arrow keys and PGUP PGDN allow for scrolling to other
choices.

```
*************************************************************************
          CAR200  INQUIRY MENU  yy mm dd
          --------------------------------
          A....VIEW BY PART, SEC, KIND, TYPE
          B..........VIEW BY CONTRACT NUMBER
          C.......VIEW BY CAGE OR CONTRACTOR
          D............VIEW BY BUSINESS CODE
          E.........VIEW BY ASSIGNMENT CODE
          F.........VIEW BY TERMINAL DIGITS
          G...................VIEW BY SPIIN
          H..........TYPE OF INSTRUMENT CODE
          I..VIEW BY SECURITY CLASSIFICATION
          J.........VIEW BY BUYING ACTIVITY
          K....VIEW BY BUYING ACT/CONTRACTOR
          L.........VIEW BY DEPARTMENT CODE
          M.........VIEW BY 2 DIGIT BA CODE
*************************************************************************
```

                         FIGURE 2.10.3-2

   b. All of the inquiries except for inquiry 1, USER DEFINED, are
canned inquiries which utilize indexes to speed up the processing. As
matches for the selected criteria are found, they are displayed on the
screen until one full screen of data is displayed. The user can then
select from these matches or continue the search and display another
screen full of matches. The user defined inquiry is processed
differently due to the large number of combinations that could be
specified. This inquiry searches the entire data base for matches prior
to displaying matches on screen. Therefore, users should be aware of
the fact that this inquiry will function differently than the others and
will be time consuming. For all inquiries, the more narrow the search
criteria is made, the faster the inquiry will be completed.

2.10.3.1.1 A....VIEW BY PART, SEC, KIND, TYPE

   a. Depress A, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY PART, SEC, KIND, TYPE option. This
selection will display the following window:

```
*************************************************************************
             PART _   SECTION _   KIND _   TYPE _
*************************************************************************
```

                         FIGURE 2.10.3-3

NOTE: SEE DLAM 8000.3, PART 1, CHAP.5 FOR A LISTING OF CAR PARTS,
SECTIONS, KINDS AND TYPES.

   b. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. When
a ? is entered for Part, Section, Kind, or Type, a selection window
listing all valid codes will be displayed (see Figure 3-4 below). Use
the PGUP PGDN and arrow keys to highlight a selection and press enter.
If no selections are made for Part, Section, Kind, or Type (blanks are
entered), then all current contracts will be displayed, nine at one
time.

```
*********************************************************************

                    PART

               A                    Press , , PgUp, PgDn, or Esc
               B
               C

*********************************************************************
                    FIGURE 2.10.3-4
```

c. If an invalid Part, Section, Kind, or Type is entered, the following error message will appear:

   NOT A VALID (PART, SECTION, KIND, TYPE), ENTER AGAIN OR ESC TO EXIT.

d. If there are no contracts with the specified Part, Section, Kind, and Type criteria, the following error message will appear:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
*********************************************************************
         DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*********************************************************************
                    FIGURE 2.10.3-5
```

f. Depress Y to select another Part, Section, Kind, Type criteria to view, or N to return to the Inquiry menu.

g. When a valid entry is made for Part, Section, Kind or Type, only those contracts that match all of the input criteria will be displayed on screens of up to nine contracts at one time. The contracts will be displayed in the following format:

```
*********************************************************************
   CAR223                  SELECTED CRITERIA            yy mm dd
                     PART = 'A' and SEC = '1'


    PIIN           CONTRACTOR NAME  RSN  OBLIGATED       UNLIQUIDATED

  CONTRACTNUMBER1  CONTRACTOR NAMEA      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER2  CONTRACTOR NAMEB      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER3  CONTRACTOR NAMEC      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER4  CONTRACTOR NAMEA      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER5  CONTRACTOR NAMEB      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER6  CONTRACTOR NAMEB      XXXXXXXXX.XX    XXXXXXXXX.XX


 F2=CAR ABSTRACT  F3=ABSTRACT 6992  F4=ABSTRACT  6993  F5=PRINT
F10=TOTAL
*********************************************************************
                    FIGURE 2.10.3-6
```

h. Use the PGUP PGDN to display the matching contracts nine at one time. To obtain detailed data on a specific contract displayed on the screen, use the arrow keys to highlight the contract number and then:

    (1) Depress PF2 to display the first CAR Abstract screen display (see paragraph 2.10.3.1.1.1). Depress PF3 to display the second CAR Abstract screen display (see paragraph 2.10.3.1.1.2).

    (2) Depress PF4 to display the third CAR Abstract screen display (see paragraph 2.10.3.1.1.3). Depress PF5 to make a two page printout of all of the CAR information.

    (3) Depress PF10 to display the total number of contracts, the total obligated and the total unliquidated funds selected.

2.10.3.1.1.1 F2=CAR ABSTRACT

   a. All information downloaded by the COMPASS program for any individual contract is available on one of three contract abstract screens. Depress PF2 to display the first contract abstract screen.

```
**********************************************************************
 ABSTRAC1               CONTRACT ABSTRACT          ORG: __        yy mm dd


CONTRACT NMBR:_____  CAGE:_____ CONTRACTOR:_____
PART: _   SAC: _ KIND: _   TYPE: _   ASC: _    TRNS: _    UNLTRL: _    COM-CD: __
VE: _ PROP-ADM: __ PROD-SV: _ IS: __ IA: _   DEPT: _  BUY-ACT: __   BUS-CD: __
CA FUNCTIONS: _ _ _ _ _ _NOTEBOOK IND:_____ CANCELLED FUNDS:_____
R1RMK: _____       NOUN: _____
EFF-DT: _____   DT-RCD: _____  FDD-SCHD: _____  ECI: _ PHY-CMP: ____   FAD-DT: ___
OVRAGE DT: _____  ECD: _____  FAPP-IND: __  FRST-ART-DT: _____  PROC-INP-DT: _____
SP CODES: _____
PRIME PIIN: _____  UP-TR-CT: _____  UP-CNT-ADR: _____
OBLIG AMT: _____  ULO AMT: _____  PRG-PY-ULO: _____
R2 REASON CODES:_____
R3-DT: _____  R3-RSN-CDS: _____   R3-RSN-DORM: _____
R4-DT: _____  R4-RMK: _____
R5: _____     +-------------------+
R6: _____     |  F1 = HELP        |
R7: _____     |  F2 = CAR ABSTRACT |
R8: _____     |  F3 = ABSTRACT 2  |
R9: _____         |  F4 = ABSTRACT 3  |
    _____         |  F5 = PRINT       |
                                                 +-------------------+
**********************************************************************
```
                            FIGURE 2.10.3-7

   b. If you need additional information about any of the displayed data items, use the arrow keys to highlight the item and depress PF1. To view abstract screen 2, depress PF3. To view abstract screen 3, depress PF4. The complete CAR abstract for the displayed contract may be printed by depressing PF5. Depress ESC to return to the contracts listing. Then select another contract to view, or depress ESC to bring up the following:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __

**********************************************************************
                        FIGURE 2.10.3-8
```

     Depress Y to select another Part, Section, Kind, Type criteria to
view, or N to return to the Inquiry menu.

2.10.3.1.1.2 F3=ABSTRACT 7012

   a. Depress PF3 to display the second CAR abstract screen.

```
**************************************************************************************
    ABSTRAC2              CONTRACT ABSTRACT PAGE 2              yy mm dd
    --------          ------------------------              --------


BUYING ACTIVITY: _____  FY: __  TY: _  SER: __  TD: __   CALL: _____  ACO: __
SECURITY: _              PREP DATE: _____  CONTR FAC: _____  ADMIN: _____
DMSRTG: ____            FINAL ACT: __              PAYING OFFICE: _____
TOT AMT CONTRACT: _____           OT OBL AMOUNT: _____
   FIN SHIP DT:_____      CRIT DS CD: _           CNT CLS DT: _____
   FIN PAY DT: _____       ADRS IND: _            ACTN DT: ____
   FST PAY CD: _        ACTN DT NLA: _____         AC ALT: _
   MPAY OF IN: _          DISC IND: _              DISC PCT1: ____
    DISC PCT2: ____        DISC DAY1: __            DISC DAY2: __
    DISC DAYN: __                                   DISCINDO: _
 QTY VAR OVER: __         MAX SHP WT: _             FOB MINSZ: _
QTY VAR UNDER: __         PKG CHG AU: _             FOB DESEV: _
     WIP CEIL: ___           FEE AMT: ___           LQDD AMIN: _
    WIP PAYMT: ___        HRD CPY RI: _              COST AMT: _____
    WIP RCOUP: ___    SUB VOUCHER NO: _____  ISSUED BY: _____
  F WIP PAYMT: ___        F WIP COUP: ___           FRT CHG AU: _
ADDRESS: _____
         _____
         _____  +-----------------------------------+
         _____  ¦ F1 = HELP           F4 = ABSTRACT 3 ¦
         _____  ¦ F2 = CAR ABSTRACT   F5 = PRINT      ¦
         _____  ¦ F3 = ABSTRACT 2                     ¦
         _____  +-----------------------------------+
**************************************************************************************
                        FIGURE 2.10.3-9
```

   b. If you need additional information about any of the displayed data
items, use the arrow keys to highlight the item and depress PF1. To
view abstract screen 3, depress PF4. To view abstract screen 1, depress
PF2. The complete CAR abstract for the displayed contract may be
printed by depressing PF5. Depress ESC to return to the contracts
listing. Then select another contract to view, or depress ESC to bring
up the following:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-10
```

c. Depress Y to select another Part, Section, Kind, Type criteria to
view, or N to return to the Inquiry menu.

2.10.3.1.1.3 F4=ABSTRACT 7023

   a. Depress PF4 to display the third CAR abstract screen.

```
*****************************************************************************
   ABSTRAC3            CONTRACT ABSTRACT PAGE 3              yy mm dd
   --------            -----------------------              --------


           CLRKCD: __
        RYLTY TEC: _                SPCL TOOL: _
         WHLD CD: __               AFOAA COA: ___
        WRVU CONT: ___             ADV PAY AU: _
         PAY CURN: _                IBOP IND: _
         IBOP PCT: _              IBOP CT CD: _
        IBOP CN CD: __               CC INDS: _____
        N CL EL PAY: _____    CLS CN DGP: _
         CL ST MGP: _               PROP INN: ___
        CCN IND SX: ____
          ADT ALRT: _____
     REMIT ADDRESS: _____



                        +---------------------------------------+
                        ¦  F1 = HELP           F4 = ABSTRACT 3  ¦
                        ¦  F2 = CAR ABSTRACT   F5 = PRINT        ¦
                        ¦  F3 = ABSTRACT 2                       ¦
                        +---------------------------------------+
*****************************************************************************
                       FIGURE 2.10.3-11
```

   b. If you need additional information about any of the displayed data
items, use the arrow keys to highlight the item and depress PF1. To
view abstract screen 1, depress PF2. To view abstract screen 2, depress
PF3. The complete CAR abstract for the displayed contract may be
printed by depressing PF5. Depress ESC to return to the contracts
listing. Then select another contract to view, or depress ESC to bring
up the following:

```
*****************************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*****************************************************************************
                       FIGURE 2.10.3-12
```

   c. Depress Y to select another Part, Section, Kind, Type criteria to
view, or N to return to the Inquiry menu.

2.10.3.1.2 B VIEW BY CONTRACT NUMBER

   a. Depress B, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY CONTRACT NUMBER option. This
selection will display the following window:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR ?:  _____
**********************************************************************
```
                        FIGURE 2.10.3-13

   b. Enter a contract number, use the ? option to select a contract
number, or depress ESC to return to the Inquiry Menu. If ? is entered a
window displaying all contract numbers, in groups of seven, is opened on
the screen.

```
**********************************************************************
      PRESS ,, PgUp, PgDn, or Esc
**********************************************************************


**********************************************************************


              PINSPIN

              DAAE0783CW406
              F4160884MM111
              DAAE0783P1459
              F0460683M9459
              DLA40083MGB59
              F3460183C1959
              F0960384M0859
**********************************************************************
```
                        FIGURE 2.10.3-14

   c. Use the arrow keys to highlight the desired contract number and
depress ENTER. If a valid contract number is input or selected using
the ? option, the CAR abstract will be displayed (see paragraph
2.10.3.1.1.1). If you need additional information about any of the
displayed data items, use the arrow keys to highlight the item and
depress PF1. To view abstract screen 2, depress PF3. To view abstract
screen 3, depress PF4. The complete CAR abstract for the displayed
contract may be printed by depressing PF5. Depress the ESC key to bring
up the following:

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)?  __
**********************************************************************
```
                        FIGURE 2.10.3-15

   d. Enter Y to select another contract number to view, or N to return
to the inquiry menu. If a contract number that is not valid for the
current work file is entered, the following message is displayed:

```
**********************************************************************
          CONTRACT NUMBER NOT FOUND. ENTER AGAIN OR ESC TO EXIT
**********************************************************************
```
                        FIGURE 2.10.3-16

   e. Re-enter a valid contract number, use the ? option, or depress ESC
to return to the Inquiry Menu.

2.10.3.1.3 C VIEW BY CAGE OR CONTRACTOR

   a. Depress C, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY CAGE OR CONTRACTOR option. This
selection will display the following window:

****
ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL: _____
****
                        FIGURE 2.10.3-17

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor, or depress esc to
return to the inquiry menu. If an invalid CAGE Code is entered, the
following error message will be displayed:

     CAGE CODE NOT ON FILE. ENTER AGAIN OR ESC TO EXIT

   c. Enter a valid code, depress ESC to exit, or clear the CAGE field
and use the options for Contractor's Name described below. If the CAGE
Code is not known, leave it blank and depress ENTER to advance to the
contractor's name. Enter the contractor's name to display the listing
of all contracts awarded to that contractor. If the spelling of the
contractor's name is not known, type in the first letter of the name and
depress ENTER. A listing of all contractors whose name begins with that
letter will be displayed in a window on the screen (see Figure 2.10.3-18
below). In addition, if a full name is entered and not located, a
listing of all contractors whose name begins with that letter will be
displayed.

****
     PRESS ,, PgUp, PgDn, or Esc

     CONTRACTOR   CAGE

     CONTRACTOR NAME 1   XXXXX
     CONTRACTOR NAME 2   XXXXX
     CONTRACTOR NAME 3   XXXXX
     CONTRACTOR NAME 4   XXXXX
     CONTRACTOR NAME 5   XXXXX
     CONTRACTOR NAME 6   XXXXX
****
                        FIGURE 2.10.3-18

   d. Use the arrow keys and PGUP PGDN to highlight the contractor's
name to view and depress ENTER. After the CAGE Code is entered or the
contractor name is entered directly or highlighted on the above
selection window, the following selection screen is displayed:

****
          PART _ SECTION _ KIND _ TYPE _
****
                        FIGURE 2.10.3-19

e. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on the pick list option see paragraph 2.10.3.1.1. If no
selections are made for Part, Section, Kind or Type (blanks are
entered), then all current contracts with the specified CAGE
Code/Contractor Name will be displayed. If there are no contracts which
match the specified criteria, the following error message will be
displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

f. Depress any key to continue with the following selection:

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-20

g. Depress Y to select another CAGE/Contractor Name to view or N to
return to the Inquiry Menu. If contracts which match the specified
criteria exist, they will be displayed as follows:

```
***********************************************************************
   CAR205             CONTRACTS BY CONTRACTOR            yy mm dd
          PART = 'A' and SEC = '1' and CAGE = '062K5'


   CONTRACTOR:  CONTRACTOR'S NAME

      PINSPIN          RSN   PART   KIND   TYPE   OBLIGATED    UNLIQUIDATED

   CONTRACTNUMBER1            X      N             XXXXXXXXX.XX  XXXXXXXXX.XX
   CONTRACTNUMBER2            X      N             XXXXXXXXX.XX  XXXXXXXXX.XX
   CONTRACTNUMBER3                                 XXXXXXXXX.XX  XXXXXXXXX.XX
   CONTRACTNUMBER4                                 XXXXXXXXX.XX  XXXXXXXXX.XX
   CONTRACTNUMBER5                                 XXXXXXXXX.XX  XXXXXXXXX.XX
   CONTRACTNUMBER6                                 XXXXXXXXX.XX  XXXXXXXXX.XX

 F2=CAR ABSTRACT   F3=ABSTRACT 7052   F4=ABSTRACT 7053   F5=PRINT   F10=TOTAL
***********************************************************************
```
                        FIGURE 2.10.3-21

h. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-22

i. Depress Y to select another CAGE/Contractor to view, or N to
return to the Inquiry Menu.

2.10.3.1.4 D VIEW BY BUSINESS CODE

a. Depress the D key, or use the arrow keys to highlight this option
and depress ENTER to access the VIEW BY BUSINESS CODE option. This
selection will display the following window:

```
**********************************************************************
               ENTER TYPE OF BUSINESS CATEGORY __
                      Enter ? For Picklist
**********************************************************************
```
                        FIGURE 2.10.3-23

b. Enter a one position Business category, a ? to select from a pick
list, or ESC to return to the inquiry menu. If an invalid code is
entered, the following message will be displayed:

   NOT A VALID BUSINESS CODE. ENTER AGAIN OR ESC TO EXIT

c. Re-enter a valid code, enter a ? to select from a pick list, or
ESC to return to the Inquiry menu. When a ? is entered, a pick list of
valid business codes will be displayed on screen (see Figure 2.10.3-24
below). Use the PGUP PGDN and arrow keys to highlight the desired code
and depress ENTER.

```
**********************************************************************
      CODES


      A
      B
      C
      D
      F         +-----------------------------+
      L         |PRESS , , PgUp, PgDn, or Esc |
      M         +-----------------------------+
      U
      V
      Z


**********************************************************************
```
                        FIGURE 2.10.3-24

d. When a valid Business Code is entered, or selected from the pick
list, the following selection window is displayed:

```
**********************************************************************
              PART _  SECTION _  KIND _  TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-25

e. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.3.1.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified business code will be displayed.

If there are no contracts with the specified criteria, the following
error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   f. Depress the any key to continue with the display:

```
************************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                        FIGURE 2.10.3-26

   g. Enter Y to select another business category to view, or N to
return to the Inquiry menu. If there are matching contracts for the
selected criteria, they will be displayed as follows:

```
************************************************************************
    CAR215             CONTRACTS BY BUSINESS CATEGORY        yy mm dd
                           CNTRRTYP = '  '

     PINSPIN            CONTRACTOR        RSN     OBLIGATED    UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7072  F4=ABSTRACT 7073  F5=PRINT  F10=TOTAL
************************************************************************
```
                        FIGURE 2.10.3-27

   h. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
************************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                        FIGURE 2.10.3-28

   i. Depress Y to look at another category or N to return to the
Inquiry Menu.

2.10.3.1.5 E VIEW BY ASSIGNMENT CODE

   a. Depress the E key, or use the arrow keys to highlight this option
and depress ENTER to access the VIEW BY ASSIGNMENT CODE option. This
selection will display the following window:

```
**********************************************************************
                    ENTER ASSIGNMENT CODE:_____
**********************************************************************
```
                         FIGURE 2.10.3-29

   b. Enter a one position assignment code, a ? to select from a pick
list, or ESC to return to the inquiry menu. If an invalid assignment
code is entered, the following error message will be displayed:

     NOT A VALID SECONDARY CODE. ENTER AGAIN OR ESC TO EXIT.

   c. Enter a valid code, a ?, or depress ESC to return to the inquiry
menu. When a ? is entered, a pick list of valid assignment codes will
be displayed on screen (see Figure 3-30 below). Use the PGUP PGDN, and
arrow keys to highlight the desired code and depress ENTER.

```
**********************************************************************
      CODES


      P
      S
      T          +------------------------------+
      G          |PRESS , , PgUp, PgDn, or Esc  |
                 +------------------------------+
**********************************************************************
```
                         FIGURE 2.10.3-30

   d. When a valid Assignment Code is entered or selected from the pick
list, the following selection window is displayed:

```
**********************************************************************
                 PART _   SECTION _  KIND _   TYPE _
**********************************************************************
```
                         FIGURE 2.10.3-31

   e. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option see paragraph 2.10.3.1.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified assignment code will be displayed.
If there are no contracts which match the specified criteria, the
following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   f. Depress any key to continue with the display:

```
**********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                         FIGURE 2.10.3-32

g. Depress Y to select another code to view or N to return to the
Inquiry Menu. If contracts are found which match the selected criteria,
they will be displayed as follows:

```
**********************************************************************
   CAR221              CONTRACTS BY ASSIGNMENT CODE          yy mm dd
                            ASGMCD = ' '

   PINSPIN             CONTRACTOR RSN      OBLIGATED         UNLIQUIDATED

   CONTRACTNUMBER1     CONTRACTOR NAMEA    XXXXXXXXX.XX      XXXXXXXXX.XX
   CONTRACTNUMBER2     CONTRACTOR NAMEB    XXXXXXXXX.XX      XXXXXXXXX.XX
   CONTRACTNUMBER3     CONTRACTOR NAMEC    XXXXXXXXX.XX      XXXXXXXXX.XX
   CONTRACTNUMBER4     CONTRACTOR NAMEA    XXXXXXXXX.XX      XXXXXXXXX.XX
   CONTRACTNUMBER5     CONTRACTOR NAMEB    XXXXXXXXX.XX      XXXXXXXXX.XX
   CONTRACTNUMBER6     CONTRACTOR NAMEB    XXXXXXXXX.XX      XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7092  F4=ABSTRACT 7093  F5=PRINT  F10=TOTAL

**********************************************************************
```
                            FIGURE 2.10.3-33

   h. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                            FIGURE 2.10.3-34

   i. Depress Y to select another code to view or N to return to the
Inquiry Menu.

2.10.3.1.6 F VIEW BY TERMINAL DIGITS

   a. Depress the F key, or use the arrow keys to highlight this option
and depress ENTER to access the VIEW BY TERMINAL DIGITS option. This
selection will display the following window:

```
**********************************************************************
                  ENTER TERMINAL DIGITS:___
**********************************************************************
```
                            FIGURE 2.10.3-35

   b. Enter a two position terminal digit code, or ESC to return to the
inquiry menu. When valid Terminal Digits are entered the next selection
window is displayed:

```
**********************************************************************
                PART _   SECTION _   KIND _   TYPE _
**********************************************************************
                        FIGURE 2.10.3-36
```

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more information on this option, see paragraph 2.10.3.1.1. If no
selections are made for Part, Section, Kind, or Type (blanks are
entered), then all current contracts with the specified Terminal digit
will be displayed. If there are no contracts with the specified
criteria, the following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress ENTER to continue with the display:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-37
```

   e. Depress Y to select another terminal digit to view, N to return to
the inquiry menu.

   f. If contracts are found which match the selected criteria, they are
displayed as follows:

```
**********************************************************************
    CAR228              CONTRACTS BY TERMINAL DIGITS        yy mm dd
                            TD = '  '

    PINSPIN            CONTRACTOR          RSN OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA       XXXXXXXXX.XX      XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB       XXXXXXXXX.XX      XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC       XXXXXXXXX.XX      XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA       XXXXXXXXX.XX      XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB       XXXXXXXXX.XX      XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB       XXXXXXXXX.XX      XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7102  F4=ABSTRACT 7103  F5=PRINT  F10=TOTAL
**********************************************************************
                        FIGURE 2.10.3-38
```

   g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-39
```

h. Depress Y to select another terminal digit to view or N to return
to the inquiry menu.

2.10.3.1.7 G VIEW BY BOA

a. Depress G, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY BOA option. This selection will
display the following window:

```
**********************************************************************
                ENTER BASIC CONTRACT: _____
**********************************************************************
                        FIGURE 3-2.10.40
```

b. Enter a 13 position Basic Contract Number to view, or depress ESC
to return to the Inquiry menu. When a BOA Code is entered the following
selection window is displayed:

```
**********************************************************************
            PART _   SECTION _   KIND _   TYPE _
**********************************************************************
                        FIGURE 2.10.3-41
```

c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.3.1.1. If no selections
are made for Part, Section, Kind or Type (blanks are entered), then all
current contracts with the specified Basic Contract Number will be
displayed. If there are no contracts with the specified criteria, the
following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

d. Depress the ENTER key to continue with the display:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-42
```

e. Depress Y to select another BOA to be viewed, N to return to the
inquiry menu. If contracts matching the selected criteria are found,
they will be displayed as follows:

```
************************************************************************
    CAR229                  CONTRACTS BY BOA              yy mm dd
                          BOA = _____


     SPIIN              CONTRACTOR        RSN   OBLIGATED    UNLIQUIDATED

   SPIIN NUMBER 1      CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
   SPIIN NUMBER 2      CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
   SPIIN NUMBER 3      CONTRACTOR NAMEC         XXXXXXXXX.XX  XXXXXXXXX.XX
   SPIIN NUMBER 4      CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
   SPIIN NUMBER 5      CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
   SPIIN NUMBER 6      CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX


   F2=CAR ABSTRACT  F3=ABSTRACT 7122  F4=ABSTRACT 7123  F5=PRINT  F10=TOTAL
************************************************************************
                       FIGURE 2.10.3-43
```

   f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
************************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)?  __
************************************************************************
                       FIGURE 2.10.3-44
```

   g. Depress Y to select another BOA to view or N to return to the
Inquiry Menu.

2.10.3.1.8 H VIEW BY INSTRUMENT CODE

   a. Depress H, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY INSTRUMENT CODE option. This
selection will display the following window:

```
************************************************************************
            ENTER TYPE OF INSTRUMENT CODE:_____
************************************************************************
                       FIGURE 2.10.3-45
```

   b. Enter a one position instrument code, a ? to select from a pick
list, or ESC to return to the inquiry menu. If an invalid instrument
code is entered, the following error message will be displayed:

     NOT A VALID INSTRUMENT CODE. ENTER AGAIN OR ESC TO EXIT.

c. Re-enter a valid code, a ?, or depress ESC to return to the
inquiry menu. When a ? is entered, a pick list of valid assignment
codes will be displayed on screen (see Figure 3-46 below). Use the PGUP
PGDN and arrow keys to highlight the desired code and depress ENTER.

```
**********************************************************************
     CODES
     ------
      A
      B
      C        +-------------------------------+
      D        ¦  PRESS , , PgUp, PgDn, or Esc  ¦
      E        +-------------------------------+
      F
      G
      H
      L
**********************************************************************
```
                        FIGURE 2.10.3-46

   d. When a valid Instrument Code is entered or selected from the pick
list, the following selection window is displayed:

```
**********************************************************************
             PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-47

   e. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.3.1.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified instrument code will be displayed.
If there are no contracts which match the specified criteria, the
following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA depress any key to
continue with the display:

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-48

   f. Depress Y to select another INSTRUMENT CODE to view or N to return
to the Inquiry Menu. If contracts which match the specified criteria
are found, they will be displayed as follows:

```
*************************************************************************
   CAR226            CONTRACTS BY INSTRUMENT CODE          yy mm dd
                     INSTRUMENT CODE = '  '


    PINSPIN            CONTRACTOR       RSN    OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7142  F4=ABSTRACT 7143  F5=PRINT  F10=TOTAL
*************************************************************************
                        FIGURE 2.10.3-49
```

g. The CAR abstract can be selected to be viewed on the screen or printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight the contract to be displayed/printed. To view abstract screen 1 for the highlighted contract, depress PF2. To view abstract screen 2, depress PF3. To view abstract screen 3, depress PF4. The complete CAR abstract for the displayed contract may be printed by depressing PF5. To display the total number of contracts, the total obligated and the total unliquidated funds selected, depress PF10. Depress ESC to end this option and make the following selection.

```
*************************************************************************
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*************************************************************************
                        FIGURE 2.10.3-50
```

h. Depress Y to select another INSTRUMENT CODE to view or N to return to the Inquiry Menu.

2.10.3.1.9 I VIEW BY SECURITY CLASSIFICATION

a. Depress I, or use the arrow keys to highlight this option and depress ENTER to access the VIEW BY SECURITY CLASSIFICATION option. This selection will display the following window:

```
*************************************************************************
               ENTER CLASSIFICATION (C/U): __
*************************************************************************
                        FIGURE 2.10.3-51
```

b. Enter a one position classification code, or ESC to return to the inquiry menu. If an invalid security classification is entered, the following error message will be displayed:

   NOT A VALID CLASSIFICATION CODE. ENTER AGAIN OR ESC TO EXIT

c. Enter a valid code (C or U) or depress ESC to return to the
inquiry menu. When a valid Classification Code is entered the following
selection is displayed:

```
**********************************************************************
                    PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                          FIGURE 2.10.3-52

d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.3.1.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified Classification Code will be
displayed. If there are no contracts which match the specified
criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the display:

```
**********************************************************************
                    DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                          FIGURE 2.10.3-53

f. Depress Y to select another classification code to view or N to
return to the Inquiry Menu.

g. If contracts which match the specified criteria are found, they
will be displayed as follows:

```
**********************************************************************
    CAR220              CONTRACTS BY CLASSIFICATION          yy mm dd
                        SECCLASS = '  '


    PINSPIN             CONTRACTOR          RSN    OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1      CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2      CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3      CONTRACTOR NAMEC             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4      CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5      CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6      CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7152  F4=ABSTRACT 7153  F5=PRINT  F10=TOTAL
**********************************************************************
```
                          FIGURE 2.10.3-54

h. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract

for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
************************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
FIGURE 2.10.3-55

   i. Depress Y to select another classification code to view, or N to
return to the Inquiry Menu.

2.10.3.1.10 J VIEW BY BUYING ACTIVITY

   a. Depress J, or use the arrow keys to highlight this option and
depress Enter to access the VIEW BY BUYING ACTIVITY option. This
selection will display the following window:

```
************************************************************************
                  ENTER BUYING ACTIVITY: _____
************************************************************************
```
FIGURE 2.10.3-56

   b. Enter a six position Buying Activity Code, or ESC to return to the
inquiry menu. When a valid Buying Activity Code is entered the
following selection is displayed:

```
************************************************************************
                  PART _   SECTION _   KIND _   TYPE _
************************************************************************
```
FIGURE 2.10.3-57

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified buying activity code will be
displayed. If there are no contracts which match the specified
criteria, the following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress any key to continue with the display:

```
************************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
FIGURE 2.10.3-58

   e. Depress Y to select another Buying Activity Code to view or N to
return to the Inquiry Menu. If contracts matching the specified
criteria are found, they will be displayed as follows:

```
********************************************************************
   CAR209            CONTRACTS BY BUYING ACTIVITY          yy mm dd
                            BA = '       '

   PINSPIN            CONTRACTOR         RSN     OBLIGATED    UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7172  F4=ABSTRACT 7173  F5=PRINT  F10=TOTAL
********************************************************************
                         FIGURE 2.10.3-59
```

   f. The CAR abstract can be selected to be viewed on the screen (see
paragraph 2.10.3.1.1.1) or printed. Use the arrow keys to highlight the
contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
********************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
********************************************************************
                         FIGURE 2.10.3-60
```

   g. Depress Y to select another buying activity to view, or N to
return to the Inquiry Menu.

2.10.3.1.11 K VIEW BY BUYING ACT/CONTRACTOR

   a. Depress K, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY BUYING ACT/CONTRACTOR option. This
selection will display the following window:

```
********************************************************************
                      ENTER BUYING ACTIVITY: __
********************************************************************
                         FIGURE 2.10.3-61
```

   b. Enter a six position Buying Activity Code, or ESC to return to the
inquiry menu. When a valid Buying Activity Code is entered, the
following selection screen is displayed:

```
********************************************************************
ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL:_____
********************************************************************
                         FIGURE 2.10.3-62
```

c. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known, depress Enter to
advance to the contractor's name. Enter the contractor's name directly,
or enter the first letter of the name to select from a pick list to
display the listing of all contracts awarded to that contractor by the
buying activity. For more detail on this option, see paragraph
2.10.31.3 in this manual. After the CAGE Code is entered or the
contractor name is entered directly or selected from the pick list, the
following selection screen is displayed:

```
************************************************************************
                PART _  SECTION _  KIND _   TYPE _
************************************************************************
```
                          FIGURE 2.10.3-63

  d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts for the specified buying activity/contractor will be
displayed. If no contracts are found which match the specified
criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

  e. Depress any key to continue with the display:

```
************************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                          FIGURE 2.10.3-64

  f. Depress Y to select another buying activity and contractor code to
view or N to return to the Inquiry Menu. If there are contracts
matching the selected criteria, they will be displayed as follows:

```
************************************************************************
CAR224        CONTRACTS BY CONTRACTOR AND BUYING ACTIVITY     yy mm dd
                 BA = '      ' AND CAGE = '       '


  CONTRACTOR: _____


  PINSPIN                RSN            OBLIGATED        UNLIQUIDATED

  CONTRACTNUMBER1      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER2      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER3      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER4      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER5      XXXXXXXXX.XX    XXXXXXXXX.XX
  CONTRACTNUMBER6      XXXXXXXXX.XX    XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7182  F4=ABSTRACT 7183  F5=PRINT  F10=TOTAL
************************************************************************
```
                          FIGURE 2.10.3-65

g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                          FIGURE 2.10.3-66

h. Depress Y to select another buying activity/contractor to view, or
N to return to the Inquiry Menu.

2.10.3.1.12 L VIEW BY DEPARTMENT CODE

a. Depress the L key, or use the arrow keys to highlight this option
and depress ENTER to access the VIEW BY DEPARTMENT CODE option. This
selection will display the following window:

```
**********************************************************************
                     ENTER DEPARTMENT CODE: _
**********************************************************************
```
                          FIGURE 2.10.3-67

b. Enter a one position department code, a ? to select from a pick
list, or esc to return to the inquiry menu. If an invalid department
code is entered, the following error message will be displayed:

   NOT A VALID DEPARTMENT CODE. ENTER AGAIN OR ESC TO EXIT.

c. Re-enter a valid department code, a ? or depress ESC to return to
the inquiry menu. When a ? is entered, a pick list of valid department
codes will be displayed on screen (see Figure 2.10.3-68 below). Use the
PGUP PGDN and arrow keys to highlight the desired code and depress
enter.

```
**********************************************************************
      CODES
      ------
       A
       C         +--------------------------------+
       D         ¦  PRESS , , PgUp, PgDn, or Esc   ¦
       E         +--------------------------------+
       F
       G
       H
       M
       N

**********************************************************************
```
                          FIGURE 2.10.3-68

d. After a Department Code has been entered, or selected from the pick list, the following selection screen is displayed:

```
********************************************************************
                 PART _   SECTION _   KIND _   TYPE _
********************************************************************
```
FIGURE 2.10.3-69

e. Select the specific Part, Section, Kind, and Type criteria. To activate a pick list from which to choose valid codes, enter a ?. For more detail on this option, see paragraph 2.10.31.1. If no selections are made for Part, Section, Kind, or Type (blanks are entered), then all current contracts with the specified department code will be displayed. If no contracts match the specified criteria, the following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

f. Depress any key to continue with the following selection:

```
********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
********************************************************************
```
FIGURE 2.10.3-70

g. Depress Y to select another department code to view or N to return to the Inquiry Menu. If there are contracts which match the specified criteria, they will be displayed as follows:

```
********************************************************************
 CAR216              CONTRACTS BY DEPARTMENT CODE         yy mm dd
                           DEPT = '_'

   PINSPIN            CONTRACTOR          RSN    OBLIGATED    UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7202  F4=ABSTRACT 7203  F5=PRINT
F10=TOTAL
********************************************************************
```
FIGURE 2.10.3-71

h. The CAR abstract can be selected to be viewed on the screen or printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight the contract to be displayed/printed. To view abstract screen 1 for the highlighted contract, depress PF2. To view abstract screen 2, depress PF3. To view abstract screen 3, depress PF4. The complete CAR abstract for the displayed contract may be printed by depressing PF5. To display the total number of contracts, the total obligated and the total unliquidated funds selected, depress PF10. Depress ESC to end this option and make the following selection.

```
************************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
                          FIGURE 2.10.3-72
```

   i. Depress Y to select another department code to view or N to return
to the Inquiry Menu.

2.10.3.1.13 M.VIEW BY 2 DIGIT BA CODE

   a. Depress M, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY 2 DIGIT BA CODE option. This
selection will display the following window:

```
************************************************************************
                ENTER BUYING ACTIVITY CODE: __
************************************************************************
                          FIGURE 2.10.3-73
```

   b. Enter a two position buying activity code, or ESC to return to the
inquiry menu. After a BA code has been entered, the following selection
screen is displayed:

```
************************************************************************
                PART _   SECTION _   KIND _   TYPE _
************************************************************************
                          FIGURE 2.10.3-74
```

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified buying activity code will be
displayed. If no contracts match the specified criteria, the following
error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress any key to continue with the following selection:

```
************************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
                          FIGURE 2.10.3-75
```

   e. Depress Y to select another Buying Activity Code to view or N to
return to the Inquiry Menu. If there are contracts which match the
specified criteria, they will be displayed as follows:

```
***********************************************************************
CAR230          CONTRACTS BY 2 POSITION BUYING ACTIVITY      yy mm dd
                          BUYACT = '__'

   PINSPIN            CONTRACTOR        RSN      OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB             XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7222  F4=ABSTRACT 7223  F5=PRINT  F10=TOTAL
***********************************************************************
                         FIGURE 2.10.3-76
```

   f. The CAR abstract can be selected to be viewed on the screen (see
paragraph 2.10.3.1.1.1) or printed. Use the arrow keys to highlight the
contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
***********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
***********************************************************************
                         FIGURE 2.10.3-77
```

   g. Depress Y to select another Buying Activity Code to view or N to
return to the Inquiry Menu.

2.10.3.1.14 N......FIN. COMP. DATE (PROPOSED)

   a. Depress N, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY FIN. COMP DATE (PROPOSED) option.
This selection will display the following window:

```
***********************************************************************
              ENTER DATES TO VIEW (YY/MM/DD)
              BEGINNING DATE: __/__/__
                ENDING DATE: __/__/__
                   BLANKS = ALL
***********************************************************************
                         FIGURE 2.10.3-78
```

   b. Enter the beginning and ending dates in year/month/date format.
If blanks are entered, all contracts will be displayed. If an invalid
date is entered, the following error message will be displayed:

     NOT A VALID YY MM DD DATE

c. After valid beginning and ending dates or blanks have been entered
to specify a time period, the following selection screen is displayed:

```
**********************************************************************
                 PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                           FIGURE 2.10.3-79

d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts for the selected dates will be displayed. If no
contracts match the specified criteria, the following error message will
be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
**********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                           FIGURE 2.10.3-80

f. Depress Y to select another date range to view or N to return to
the Inquiry Menu. If there are contracts within the specified date
range, they will be displayed as follows:

```
**********************************************************************
CAR222      PROPOSED FINAL COMP DATES __/__/__ TO __/__/__      yy mm dd
                FDDSCHED >= '_____' AND FDDSCHED <= '_____'

  PINSPIN              CONTRACTOR       RSN     OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1      CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3      CONTRACTOR NAMEC           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4      CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7232  F4=ABSTRACT 7233  F5=PRINT  F10=TOTAL
**********************************************************************
```
                           FIGURE 2.10.3-81

g. The CAR abstract can be selected to be viewed on the screen (See
2.10.3.1.1.1) or printed. Use the arrow keys to highlight the contract
to be displayed/printed. To view abstract screen 1 for the highlighted
contract, depress PF2. To view abstract screen 2, depress PF3. To view
abstract screen 3, depress PF4. The complete CAR abstract for the
displayed contract may be printed by depressing PF5. To display the
total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)?  __
**********************************************************************
                         FIGURE 2.10.3-82
```

  h. Depress Y to specify another date range to view, or N to return to
the Inquiry Menu.

2.10.3.1.15 O.................NORM ANALYSIS

  a. Depress O, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY NORM ANALYSIS option. This
selection will display the following window:

```
**********************************************************************
               ENTER A REFERENCE DATE  (YY MM DD)

               REFERENCE DATE   __/__/__
**********************************************************************
                         FIGURE 2.10.3-83
```

  b. Enter a reference date in year/month/date format. If the date is
not entered in the proper format, the following error message will be
displayed:

    NOT A VALID YY MM DD DATE

  c. When a valid date is entered, the COMPASS system searches for all
contracts which meet the following predetermined criteria:

CRITERIA: 1 - Part is an A or C
           2 - Section is 1
           3 - Production surveillance code is either 7,8,9 or 1,2,3,6
                 with the R8 Remarks field containing FPROD.
           4 - Final delivery scheduled date is at least 30 days prior
                 to the reference date entered.

  d. The contracts which match these criteria will be displayed as
follows, with the date shown in Julian format:

```
**************************************************************************
CAR223                  NORM ANALYSIS                      yy mm dd

SCHEDULED DELIVERY DATE=AT LEAST 30 DAYS PRIOR TO MM/DD/YY; PART=A OR C;
SEC=1; PROD SURV CODE=1,2,3,6,7,8 OR 9; R8 MUST CONTAIN "FPROD" IF THE
PROD SURV CODE=1,2,3, OR 6;


DATE   PINSPIN            CONTRACTOR        RSN  OBLIGATED     UNLIQUIDATED

YYJJJ  CONTRACTNUMBER1    CONTRACTOR NAMEA       XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER2    CONTRACTOR NAMEB       XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER3    CONTRACTOR NAMEC       XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER4    CONTRACTOR NAMEA       XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER5    CONTRACTOR NAMEB       XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER6    CONTRACTOR NAMEB       XXXXXXXXX.XX XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7252  F4=ABSTRACT 7253  F5=PRINT  F10=TOTAL
**************************************************************************
                         FIGURE 2.10.3-84
```

   e. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**************************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**************************************************************************
                         FIGURE 2.10.3-85
```

   f. Depress Y to specify another reference date to view, or N to
return to the Inquiry Menu.

2.10.3.1.16 P.......VIEW BY OVERAGE CONTRACTS

   a. Depress P, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY OVERAGE CONTRACTS option. This
selection will display the following window:

```
**************************************************************************
            ENTER DATES TO VIEW (YY/MM/DD)
            BEGINNING DATE: __/__/__
               ENDING DATE: __/__/__
                  BLANKS = ALL
**************************************************************************
                         FIGURE 2.10.3-86
```

b. Enter a beginning and ending date in year/month/date format. If a date is not entered in the proper format, the following error message will be displayed:

    NOT A VALID YY MM DD DATE

c. Re-enter a date in valid year/month/date format, or depress ESC to return to the inquiry menu. After the Beginning and Ending dates or Blanks have been entered to specify a time period, the following selection screen will be displayed.

```
**********************************************************************
                    PART _  SECTION _  KIND _  TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-87

d. Select the specific Part, Section, Kind, and Type criteria. To activate a pick list from which to choose valid codes, enter a ?. For more detail on this option, see paragraph 2.10.31.1. If no selections are made for Part, Section, Kind, or Type (blanks are entered), then all current contracts with the specified provisions will be displayed. If no contracts match the specified criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress ENTER to continue with the following selection:

```
**********************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-88

f. Depress Y to select another date range to view or N to return to the Inquiry Menu. If there are contracts which match the specified criteria, they will be displayed as follows:

```
**********************************************************************
 CAR204        OVERAGE CONTRACTS YY/MM/DD - YY/MM/DD        yy mm dd
               OVERAGE > 'YYJJJ' AND OVERAGE < 'YYJJJ'

DATE    PINSPIN          CONTRACTOR        RSN  OBLIGATED      UNLIQUIDATED

YYJJJ  CONTRACTNUMBER1  CONTRACTOR NAMEA      XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER2  CONTRACTOR NAMEB      XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER3  CONTRACTOR NAMEC      XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER4  CONTRACTOR NAMEA      XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER5  CONTRACTOR NAMEB      XXXXXXXXX.XX XXXXXXXXX.XX
YYJJJ  CONTRACTNUMBER6  CONTRACTOR NAMEB      XXXXXXXXX.XX XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7262  F4=ABSTRACT 7263  F5=PRINT  F10=TOTAL
**********************************************************************
```
                        FIGURE 2.10.3-89

g. The date will be displayed in Julian format. The CAR abstract can
be selected to be viewed on the screen or printed (see paragraph
2.10.3.1.1.1). Use the arrow keys to highlight the contract to be
displayed/printed. To view abstract screen 1 for the highlighted
contract, depress PF2. To view abstract screen 2, depress PF3. To view
abstract screen 3, depress PF4. The complete CAR abstract for the
displayed contract may be printed by depressing PF5. To display the
total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-90

   h. Depress Y to select another range to view, or N to return to the
Inquiry Menu.

2.10.3.1.17 Q.....SPECIAL CONTRACT PROVISIONS

   a. Depress Q, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY SPECIAL CONTRACT PROVISIONS option.
This selection will display the following window:

```
**********************************************************************
            ENTER SPECIAL CONTRACT PROVISIONS: _ _ _ _
**********************************************************************
```
                        FIGURE 2.10.3-91

   b. Enter up to four Special Contract Provision Codes. If an invalid
code is entered, the following error message will be displayed:

    NOT A VALID SPECIAL CODE. ENTER AGAIN OR ESC TO EXIT.

   c. Re-enter a valid code, or depress ESC to return to the inquiry
menu. After valid codes have been entered, the following selection
screen is displayed.

```
**********************************************************************
            PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-92

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified date range will be displayed. If
no contracts match the specified criteria, the following error message
will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
FIGURE 2.10.3-93

f. Depress Y to select another set of Special Provision Codes to view
or N to return to the Inquiry Menu. If there are contracts which match
the specified criteria, they will be displayed as follows:

```
**********************************************************************
CAR214              CONTRACTS BY SPECIAL PROVISIONS        yy mm dd
                         SPCODE = '_'

  PINSPIN          CONTRACTOR      RSN   OBLIGATED    UNLIQUIDATED

CONTRACTNUMBER1    CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2    CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3    CONTRACTOR NAMEC         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4    CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5    CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6    CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7282  F4=ABSTRACT 7283  F5=PRINT  F10=TOTAL
**********************************************************************
```
FIGURE 2.10.3-94

g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
FIGURE 2.10.3-95

h. Depress Y to select another set of Special Provision Codes to
view, or N to return to the Inquiry Menu.

2.10.3.1.18 R...........VIEW BY CONTRACTOR/R9

a. Depress R, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY CONTRACTOR/R9 CODE option. This
selection will display the following window:

```
************************************************************************
 ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL:_____
************************************************************************
```
                         FIGURE 2.10.3-96

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see paragraph 2.10.31.3.

   c. After the CAGE Code is entered or the contractor name is entered
directly or selected from the pick list, the following selection screen
is displayed:

```
************************************************************************
                        ENTER R9 CODE: __
************************************************************************
```
                         FIGURE 2.10.3-97

   d. Enter a two character R9 code. If an invalid code is entered, the
following error message will be displayed:

     R9 CODE IS OUT OF RANGE. ENTER AGAIN OR ESC TO EXIT.

   e. Re-enter a valid code, or depress ESC to return to the inquiry
menu. After a valid R9 code has been input, the following selections
screen will be displayed:

```
************************************************************************
               PART _   SECTION _   KIND _   TYPE _
************************************************************************
```
                         FIGURE 2.10.3-98

   f. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts containing the selected R9 code for the specified
contractor will be displayed. If there are no contracts which match the
selected criteria, the following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   g. Depress any key to continue with the following selection:

```
************************************************************************
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                         FIGURE 2.10.3-99

h. Depress Y to select another R9 code to view or N to return to the
Inquiry Menu. If there are contracts which match the specified
criteria, they will be displayed as follows:

```
**********************************************************************
  CAR217              CONTRACTORS BY ACO REMARKS           yy mm dd
                  R9 REMARKS = '__' AND CAGE '_____'

   PINSPIN              CONTRACTOR       RSN   OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7302  F4=ABSTRACT 7303  F5=PRINT  F10=TOTAL
**********************************************************************
```
                       FIGURE 2.10.3-100

   i. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                       FIGURE 2.10.3-101

   j. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.19 S......STANDARD ACO CODED REMARKS

   a. Depress S, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY STANDARD ACO CODED REMARKS option.
This selection will display the following window:

```
**********************************************************************
                      ENTER R9 CODE: __
**********************************************************************
```
                       FIGURE 2.10.3-102

   b. Enter a two character R9 code. If an invalid code is entered, the
following error message will be displayed:

   R9 CODE IS OUT OF RANGE. ENTER AGAIN OR ESC TO EXIT.

c. Re-enter a valid code, or depress ESC to return to the inquiry menu. After a valid R9 code has been input, the following selection screen will be displayed:

```
**********************************************************************
                PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
FIGURE 2.10.3-103

d. Select the specific Part, Section, Kind, and Type criteria. To activate a pick list from which to choose valid codes, enter a ?. For more detail on this option, see paragraph 2.10.31.1. If no selections are made for Part, Section, Kind, or Type (blanks are entered), then all current contracts containing the selected R9 code will be displayed. If no contracts match the specified criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
FIGURE 2.10.3-104

f. Depress Y to select another R9 code to view or N to return to the Inquiry Menu. If there are contracts which match the specified criteria, they will be displayed as follows:

```
**********************************************************************
CAR217                  CONTRACTORS BY R9 CODE              yy mm dd
                         R9 REMARKS = '__'


  PINSPIN          CONTRACTOR          RSN    OBLIGATED    UNLIQUIDATED

CONTRACTNUMBER1      CONTRACTOR NAMEA          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2      CONTRACTOR NAMEB          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3      CONTRACTOR NAMEC          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4      CONTRACTOR NAMEA          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5      CONTRACTOR NAMEB          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6      CONTRACTOR NAMEB          XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7312  F4=ABSTRACT 7313  F5=PRINT  F10=TOTAL
**********************************************************************
```
FIGURE 2.10.3-105

g. The CAR abstract can be selected to be viewed on the screen or printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight the contract to be displayed/printed. To view abstract screen 1 for the highlighted contract, depress PF2. To view abstract screen 2, depress PF3. To view abstract screen 3, depress PF4. The complete CAR abstract

for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-106
```

   h. Depress Y to select another R9 code to view, or N to return to the
Inquiry Menu.

2.10.3.1.20 T..........VIEW BY DOLLAR AMOUNT

   a. Depress T, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY DOLLAR AMOUNT option. This inquiry
will list all contracts with obligated amounts equal to or greater than
the minimum obligated amount selected. This selection will display the
following window:

```
**********************************************************************
                  MINIMUM OBLIG. AMT: _____
**********************************************************************
                        FIGURE 2.10.3-107
```

   b. Enter the Minimum Obligated Amount without commas (the default is
0.00), or ESC to return to the inquiry menu. After the amount is
entered, the following selection window will be displayed:

```
**********************************************************************
                  PART _  SECTION _  KIND _  TYPE _
**********************************************************************
                        FIGURE 2.10.3-108
```

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with obligated amounts equal to or greater than the
specified amount will be displayed. If there are no contracts which
match the selected criteria, the following error message will be
displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress any key to continue with the following selection:

```
**********************************************************************
                  DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-109
```

   e. Depress Y to select another minimum obligated amount to view or N
to return to the Inquiry Menu. If there are contracts which match the
specified criteria, they will be displayed as follows:

```
***********************************************************************
CAR208        CONTRACTS WITH SELECTED OBLIGATED AMOUNT        yy mm dd
                        OBLIGAMT >=  '_____'

PINSPIN             CONTRACTOR        RSN  OBLIGATED        UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA        XXXXXXXXX.XX    XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB        XXXXXXXXX.XX    XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC        XXXXXXXXX.XX    XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA        XXXXXXXXX.XX    XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB        XXXXXXXXX.XX    XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB        XXXXXXXXX.XX    XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7332  F4=ABSTRACT 7333  F5=PRINT  F10=TOTAL
***********************************************************************
```
FIGURE 2.10.3-110

   f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
***********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
***********************************************************************
```
FIGURE 2.10.3-111

   g. Depress Y to select another minimum obligated amount to view, or N
to return to the Inquiry Menu.

2.10.3.1.21 U...CONTRACTOR / ULO PROG PAY > 0

   a. Depress U, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY CONTRACTOR/ULO PROG PAY > 0 option.
This selection will display the following window:

```
***********************************************************************
ENTER CAGE: _____  OR CONTRACTOR NAME/1ST INITIAL:_____
***********************************************************************
```
FIGURE 2.10.3-112

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying

activity. For more detail on this option, see paragraph 2.10.31.3.
After the CAGE Code is entered or the contractor name is entered or the
highlighted on the above window screen, the following selection screen
is displayed:

```
**********************************************************************
                 PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-113

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts for the specified contractor which have existing
progress payments will be displayed. If no contracts match the
specified criteria, the following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress any key to continue with the following selection:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-114

   e. Depress Y to select another CAGE/Contractor to view or N to return
to the Inquiry Menu. If there are contracts which match the specified
criteria and contain ULO Progress Payments greater than 0, they will be
displayed as follows:

```
**********************************************************************
CAR227          CONTRACTS BY CONTRACTOR \ ULO PROG PAY > 0        yy mm dd
                ULOAMTPP < '0.00 AND CAGE = '_____'


      CONTRACTOR: _____


PINSPIN            RSN  PART  KIND  TYPE   OBLIGATED      UNLIQUIDATED

CONTRACTNUMBER1     X    N          X      XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER2     X    N          X      XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER3     X    N          X      XXXXXXXXX.XX   XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7342  F4=ABSTRACT 7343  F5=PRINT  F10=TOTAL
**********************************************************************
```
                        FIGURE 2.10.3-115

   f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1) or printed. Use the arrow keys to
highlight the contract to be displayed/printed. To view abstract screen
1 for the highlighted contract, depress PF2. To view abstract screen 2,

depress PF3. To view abstract screen 3, depress PF4. The complete CAR
abstract for the displayed contract may be printed by depressing PF5. To
display the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
************************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
FIGURE 2.10.3-116

   g. Depress Y to select another CAGE/Contractor to view, or N to
return to the Inquiry Menu.

2.10.3.1.22 V.......VIEW BY PROGRESS PAYMENTS

   a. Depress V, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY PROGRESS PAYMENTS option. This
selection will display the following window:

```
************************************************************************
ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL:_____
************************************************************************
```
FIGURE 2.10.3-117

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see paragraph 2.10.31.3.
After the CAGE Code is entered or the contractor name is entered or
highlighted on the above window screen, the following selection screen
will be displayed:

```
************************************************************************
                MINIMUM PROG PAY:              _____
************************************************************************
```
FIGURE 2.10.3-118

   c. Enter the minimum Progress Payment amount to view (default is
0.00). This inquiry will list all contracts which equal or exceed the
amount entered. After the amount is entered, the following selection
screen will be displayed:

```
************************************************************************
                PART _  SECTION _  KIND _  TYPE _
************************************************************************
```
FIGURE 2.10.3-119

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections

are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts for the specified contractor with ULO Progress
payments greater than the selected amount will be displayed. If no
contracts match the specified criteria, the following error message will
be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   e. Depress any key to continue with the following selection:

****
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
****
                       FIGURE 2.10.3-120

   f. Depress Y to select another CAGE/Contractor to view or N to return
to the Inquiry Menu. If there are contracts which match the selected
criteria and have ULO Progress Payments which equal or exceed the
entered amount, they will be displayed as follows:

****
CAR218   CONTRACTS BY PROGRESS PAYMENTS   yy mm dd
               ULOAMTPP < '0.00' AND CAGE = '_____'

PINSPIN   CONTRACTOR   RSN   OBLIGATED   UNLIQUIDATED

CONTRACTNUMBER1   CONTRACTOR NAMEA   XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER2   CONTRACTOR NAMEB   XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER3   CONTRACTOR NAMEC   XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER4   CONTRACTOR NAMEA   XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER5   CONTRACTOR NAMEB   XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER6   CONTRACTOR NAMEB   XXXXXXXXX.XX   XXXXXXXXX.XX

F2=CAR ABSTRACT F3=ABSTRACT 7362 F4=ABSTRACT 7363 F5=PRINT F10=TOTAL
****
                       FIGURE 2.10.3-121

   g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

****
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
****
                       FIGURE 2.10.3-122

h. Depress Y to select another CAGE/Contractor to view, or N to
return to the Inquiry Menu.

2.10.3.1.23 W......VIEW BY PROD. SURVEILLANCE

   a. Depress W, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY PROD. SURVEILLANCE CODES option.
This selection will display the following window:

```
**********************************************************************
                     PROD. SURVEILLANCE CODE: _
**********************************************************************
```
                      FIGURE 2.10.3-123

   b. Enter a one digit Production Surveillance code. After the
Production Surveillance Code has been entered the following selection
screen will be displayed:

```
**********************************************************************
                PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                      FIGURE 2.10.3-124

   c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified Production Surveillance Code will
be displayed. If there are no contracts which match the specified
criteria, the following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   d. Depress any key to continue with the following selection:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                      FIGURE 2.10.3-125

   e. Depress Y to select another Production Surveillance Code to view
or N to return to the Inquiry Menu. If there are contracts which match
the specified criteria, they will be displayed as follows:

```
**********************************************************************
 CAR207         CONTRACTS BY PRODUCTION SURVEILLANCE         yy mm dd
                PART = '_' AND PRODSV = '_'

 PINSPIN           CONTRACTOR         RSN     OBLIGATED      UNLIQUIDATED

 CONTRACTNUMBER1   CONTRACTOR NAMEA           XXXXXXXXX.XX   XXXXXXXXX.XX
 CONTRACTNUMBER2   CONTRACTOR NAMEB           XXXXXXXXX.XX   XXXXXXXXX.XX
 CONTRACTNUMBER3   CONTRACTOR NAMEC           XXXXXXXXX.XX   XXXXXXXXX.XX
 CONTRACTNUMBER4   CONTRACTOR NAMEA           XXXXXXXXX.XX   XXXXXXXXX.XX
 CONTRACTNUMBER5   CONTRACTOR NAMEB           XXXXXXXXX.XX   XXXXXXXXX.XX
 CONTRACTNUMBER6   CONTRACTOR NAMEB           XXXXXXXXX.XX   XXXXXXXXX.XX


 F2=CAR ABSTRACT  F3=ABSTRACT 7382  F4=ABSTRACT 7383  F5=PRINT  F10=TOTAL
**********************************************************************
                        FIGURE 2.10.3-126
```

   f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-127
```

   g. Depress Y to select another Production Surveillance code to view,
or N to return to the Inquiry Menu.

2.10.3.1.24 X...VIEW BY INDUSTRIAL SPECIALIST

   a. Depress X, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY INDUSTRIAL SPECIALIST CODE option.
This selection will display the following window:

```
**********************************************************************
           ENTER INDUSTRIAL SPECIALIST CODE: __
**********************************************************************
                        FIGURE 2.10.3-128
```

   b. Enter a two position Industrial Specialist Code. After the
Industrial Specialist Code has been entered the following selection
screen will be displayed:

```
**********************************************************************
           PART _   SECTION _  KIND _  TYPE _
**********************************************************************
                        FIGURE 2.10.3-129
```

c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified Industrial Specialist Code will be
displayed. If there are no contracts which match the specified
criteria, the following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

d. Depress any key to continue with the following selection:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                       FIGURE 2.10.3-130

e. Depress Y to select another Industrial Specialist Code to view or
N to return to the Inquiry Menu. If there are contracts which match the
specified criteria, they will be displayed as follows:

```
**********************************************************************
CAR211              CONTRACTS BY INDUSTRIAL SPECIALIST        yy mm dd
                         INDSPEC = '___'


PINSPIN             CONTRACTOR         RSN   OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1     CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7392  F4=ABSTRACT 7393  F5=PRINT  F10=TOTAL
**********************************************************************
```
                       FIGURE 2.10.3-131

f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                       FIGURE 2.10.3-132

g. Depress Y to select another Industrial Specialist Code to view, or
N to return to the Inquiry Menu.

2.10.3.1.25 Y....VIEW BY COMPLETED PRODUCTION

   a. Depress Y, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY COMPLETED PRODUCTION option. This
selection will display the following window:

```
**********************************************************************
                    PART _  SECTION _  KIND _  TYPE _
**********************************************************************
```
                            FIGURE 2.10.3-133

   b. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with completed production will be displayed. If there
are no contracts which match the specified criteria for which production
is completed, the following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   c. Depress any key to continue with the following selection:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                            FIGURE 2.10.3-134

   d. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria for
which production is completed, they will be displayed as follows:

```
**********************************************************************
   CAR210              PRODUCTION COMPLETE CONTRACTS           yy mm dd
               ALL PARTS, KINDS, TYPES, AND SECTIONS

    PINSPIN           CONTRACTOR        RSN      OBLIGATED      UNLIQUIDATED

CONTRACTNUMBER1    CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3    CONTRACTOR NAMEC            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4    CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX


 F2=CAR ABSTRACT  F3=ABSTRACT 7402  F4=ABSTRACT 7403  F5=PRINT
F10=TOTAL
**********************************************************************
```
                            FIGURE 2.10.3-135

   e. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract

for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                        FIGURE 2.10.3-136
```

   f. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.26 Z......GOV'T/CONTR/UNKNOWN DELAYS

   a. Depress Z, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY GOVERNMENT/CONTRACTOR/UNKNOWN/ALL
DELAYS option. This selection will display the following window:

```
**********************************************************************
      DO YOU WANT GOV'T/CONTRACTOR/UNKNOWN/ALL DELAYS (G/K/U/A)? _
**********************************************************************
                        FIGURE 2.10.3-137
```

   b. Enter the delay code to view (G for Government, K for contractor,
U for unknown, A for All). After a code is entered, the following
selection screen will be displayed:

```
**********************************************************************
         ENTER A 2 POSITION DELAY CODE OR RETURN FOR ALL: __
**********************************************************************
                        FIGURE 2.10.3-138
```

   c. Enter a two position delay code, or leave blank and depress enter
to view all delay codes. After the Delay Codes or Blanks have been
entered, the following selection screen will be displayed:

```
**********************************************************************
            PART _  SECTION _  KIND _  TYPE _
**********************************************************************
                        FIGURE 2.10.3-139
```

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified delay code will be displayed. If
there are no contracts which match the specified criteria, the following
error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                         FIGURE 2.10.3-140

   f. Depress Y to select another Delay code to view or N to return to
the Inquiry Menu. If there are contracts which match the specified
criteria, they will be displayed as follows:

```
**********************************************************************
   CAR225                  DELAYED CONTRACTS                yy mm dd
                  DELAY CODE = __ WITH DELAY CODE __


PINSPIN              CONTRACTOR        RSN  OBLIGATED       UNLIQUIDATED


CONTRACTNUMBER1      CONTRACTOR NAMEA       XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2      CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3      CONTRACTOR NAMEC       XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4      CONTRACTOR NAMEA       XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5      CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6      CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7422  F4=ABSTRACT 7423  F5=PRINT  F10=TOTAL
**********************************************************************
```
                         FIGURE 2.10.3-141

   g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1) or printed. Use the arrow keys to
highlight the contract to be displayed/printed. To view abstract screen
1 for the highlighted contract, depress PF2. To view abstract screen 2,
depress PF3. To view abstract screen 3, depress PF4. The complete CAR
abstract for the displayed contract may be printed by depressing PF5. To
display the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                         FIGURE 2.10.3-142

   h. Depress Y to select another Delay code to view, or N to return to
the Inquiry Menu.

2.10.3.1.27.1 USER INPUT DEFINED VARIABLES

   a. Depress 1, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY USER INPUT DEFINED VARIABLES option.
This option allows the user to create reports using their own selection
criteria. Due to the processing method that is required for this
inquiry, the processing will be time consuming. This selection will
display the following selection window:

```
**********************************************************************
                    USER DEFINED INPUT
          FIELD       = < or >       VARIABLE
          _____       __        _____
          _____       __        _____
          _____       __        _____
          _____       __        _____
          _____       __        _____

          ? = LIST                F1=HELP
**********************************************************************
                      FIGURE 2.10.3-143
```

FIELD:

Input the name of the data base field to be used. This can be done by
directly entering the field name if it is known, or by selecting from a
pick list which is generated when ? is entered. If a ? is entered, a
selection window containing all valid field names will be displayed (see
Figure 3-144 below). Use the arrow keys, PGUP PGDN to locate and
highlight the desired field.

```
**********************************************************************
          CAGE
          FY
          TD
          DEPT
          ORG
          FY
          PART
          OBLIGAMT
          TY
          SER
          BA

       depress ,, PgUp,PgDn or Esc
**********************************************************************
                      FIGURE 2.10.3-144
```

= < or >:

Use equal to (=), less than (<), more than (>) or not equal to (<>) to
specify the comparison which you want to make.

VARIABLE:

Enter a variable to be used for comparison. This is the value against
which you want the field compared. From one to five comparisons may be
specified as criteria for this inquiry. When one or more field,
comparison, and variable has been selected, depress PGDN to begin
execution.

```
For example:  Enter PART      =   A
                    DEPT                        <>  F
                    OBLIGAMT  <   1000000
```

b. After entering these criteria, depress PGDN. This will cause the system to search for all PART A contracts which do not belong to the Air Force(Dept F), and where the Obligated Amount is less than $1,000,000.00. If there are no contracts which match the specified criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

c. Depress any key to continue with the following selection:

```
************************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                        FIGURE 2.10.3-145

d. Depress Y to select another to view or N to return to the Inquiry Menu. If there are contracts which match the specified criteria, they will be displayed as follows:

```
************************************************************************
 CAR213                 SPECIFIED CONTRACTS                yy mm dd
   FIELD = '_____" AND FIELD < '_____' AND FIELD > '_____'
                    AND FIELD <> '_____'


PINSPIN            CONTRACTOR          RSN     OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1    CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3    CONTRACTOR NAMEC            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4    CONTRACTOR NAMEA            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6    CONTRACTOR NAMEB            XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7442  F4=ABSTRACT 7443  F5=PRINT  F10=TOTAL
************************************************************************
```
                        FIGURE 2.10.3-146

e. The CAR abstract can be selected to be viewed on the screen or printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight the contract to be displayed/printed. To view abstract screen 1 for the highlighted contract, depress PF2. To view abstract screen 2, depress PF3. To view abstract screen 3, depress PF4. The complete CAR abstract for the displayed contract may be printed by depressing PF5. To display the total number of contracts, the total obligated and the total unliquidated funds selected, depress PF10. Depress ESC to end this option and make the following selection.

```
************************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
                        FIGURE 2.10.3-147

f. Depress Y to select another to view, or N to return to the Inquiry Menu.

2.10.3.1.28 2........ULO PROG PAY AND OVERAGE

   a. Depress 2, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY ULO PROG PAY AND OVERAGE option.
Selecting this option will produce the following selection screen:

```
**********************************************************************
                    ENTER DATES TO VIEW (YY/MM/DD)
                    BEGINNING DATE: __/__/__
                      ENDING DATE: __/__/__
                         BLANKS = ALL
**********************************************************************
```
                        FIGURE 2.10.3-148

   b. Enter a beginning and ending date in year/month/date format. If a
date is not entered in the proper format, the following error message
will be displayed:

     NOT A VALID YY MM DD DATE

   c. Re-enter a date in valid year/month/date format, or depress ESC to
return to the inquiry menu. After valid Beginning and Ending Dates or
Blanks have been entered to specify a time period, the following
selection screen will be displayed.

```
**********************************************************************
              PART _  SECTION _  KIND _  TYPE _
**********************************************************************
```
                        FIGURE 2.10.3-149

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with ULO Progress payments which are overage and fall
within the entered date range will be displayed. If there are no
contracts which have ULO Progress Payments and which are overage and
which match the specified criteria, the following error message will be
displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   e. Depress any key to continue with the following selection:

```
**********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-150

   f. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which have ULO Progress Payments and which
are Overage and which match the selected criteria, they will be
displayed as follows:

```
*************************************************************************
   CAR231      OVERAGE CONTRACTS WITH UNLIQUIDATED PROG PAY      yy mm dd
                ULOAMTPP < '0.00' AND OVERAGE > '_____'
                       AND OVERAGE < '_____'

   DATE       PINSPIN        CONTRACTOR      RSN  OBLIGATED      UNLIQUIDATED

   YYJJJ  CONTRACTNUMBER1  CONTRACTOR NAMEA       XXXXXXXXX.XX  XXXXXXXXX.XX
   YYJJJ  CONTRACTNUMBER2  CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX
   YYJJJ  CONTRACTNUMBER3  CONTRACTOR NAMEC       XXXXXXXXX.XX  XXXXXXXXX.XX
   YYJJJ  CONTRACTNUMBER4  CONTRACTOR NAMEA       XXXXXXXXX.XX  XXXXXXXXX.XX
   YYJJJ  CONTRACTNUMBER5  CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX
   YYJJJ  CONTRACTNUMBER6  CONTRACTOR NAMEB       XXXXXXXXX.XX  XXXXXXXXX.XX


   F2=CAR ABSTRACT  F3=ABSTRACT 7462  F4=ABSTRACT 7463  F5=PRINT  F10=TOTAL
*************************************************************************
                       FIGURE 2.10.3-151
```

g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
*************************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*************************************************************************
                       FIGURE 2.10.3-152
```

h. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.29 3.........DELAYS AND ULO PROG PAY

a. Depress 3, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY DELAYS AND ULO PROG PAY option.
Selecting this option will produce the following selection screen:

```
*************************************************************************
     DO YOU WANT GOV'T/CONTRACTOR/UNKNOWN/ALL DELAYS (G/K/U/A)? _
*************************************************************************
                       FIGURE 2.10.3-153
```

b. Enter the delay code to view (G for Government, K for contractor,
U for unknown, A for All). After a code is entered, the following
selection screen will be displayed:

```
**********************************************************************
         ENTER A 2 POSITION DELAY CODE OR RETURN FOR ALL: __
**********************************************************************
                       FIGURE 2.10.3-154
```

c. Enter a two position delay code, or leave blank and depress ENTER
to view all delay codes. After the Delay Codes or Blanks have been
entered, the following selection screen will be displayed:

```
**********************************************************************
              PART _   SECTION _   KIND _   TYPE _
**********************************************************************
                       FIGURE 2.10.3-155
```

d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified delay codes will be displayed.
If there are no contracts which have ULO Progress Payments and match the
specified criteria, the following error message will be displayed:

    NO MATCHING CONTRACTS FOR SELECTED CRITERIA

e. Depress any key to continue with the following selection:

```
**********************************************************************
              DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
                       FIGURE 2.10.3-156
```

f. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which have ULO Progress Payments and which
match the selected criteria, they will be displayed as follows:

```
**********************************************************************
CAR232     DELAYED CONTRACTS WITH UNLIQUIDATED PROG PAY        yy mm dd
               DELAY CODE = ___ WITH DELAY CODE __
               AND ULOAMTPP < '__.__'

PINSPIN             CONTRACTOR         RSN    OBLIGATED      UNLIQUID.PP

CONTRACTNUMBER1     CONTRACTOR NAMEA          XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER2     CONTRACTOR NAMEB          XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER3     CONTRACTOR NAMEC          XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER4     CONTRACTOR NAMEA          XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER5     CONTRACTOR NAMEB          XXXXXXXXX.XX   XXXXXXXXX.XX
CONTRACTNUMBER6     CONTRACTOR NAMEB          XXXXXXXXX.XX   XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7472  F4=ABSTRACT 7473  F5=PRINT  F10=TOTAL
**********************************************************************
                       FIGURE 2.10.3-157
```

g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection.

```
**********************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                        FIGURE 2.10.3-158

h. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.30 4...........DELAYS AND CONTRACTOR

a. Depress 4, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY DELAYS AND CONTRACTOR option.
Selecting this option will produce the following selection screen:

```
**********************************************************************
   ENTER CAGE: _____ OR CONTRACTOR NAME 1ST INITIAL:_____
**********************************************************************
```
                        FIGURE 2.10.3-159

b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the Buying
Activity. For more detail on this option, see paragraph 2.10.31.3.
After the CAGE Code is entered or the contractor name is entered or
selected from the pick list, following selection screen is displayed:

```
**********************************************************************
     DO YOU WANT GOV'T/CONTRACTOR/UNKNOWN/ALL DELAYS (G/K/U/A)? _
**********************************************************************
```
                        FIGURE 2.10.3-160

c. Enter the delay code to view (G for Government, K for contractor,
U for unknown, A for All). After a code is entered, the following
selection screen will be displayed:

```
**********************************************************************
        ENTER A 2 POSITION DELAY CODE OR RETURN FOR ALL: __
**********************************************************************
```
                        FIGURE 2.10.3-161

d. Enter a two position delay code, or leave it blank and depress
ENTER to view all delay codes. After the Delay Codes or Blanks have
been entered, the following selection screen will be displayed:

```
**********************************************************************
                PART _   SECTION _   KIND _   TYPE _
**********************************************************************
```
                          FIGURE 2.10.3-162

e. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see section 3.1.1. If no selections are
made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified delay codes will be displayed. If
there are no contracts which match the specified criteria, the following
error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

f. Depress any key to continue with the following selection:

```
**********************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                          FIGURE 2.10.3-163

g. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria, they
will be displayed as follows:

```
**********************************************************************
CAR234                DELAYED CONTRACTS BY CONTRACTOR          yy mm dd
                  DELAY CODE = ___   AND CAGE = '_____'


        CONTRACTOR: _____


PINSPIN              RSN  PART  KIND  TYPE    OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1       X    N           X     XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2       X    N           X     XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3       X    N           X     XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7492  F4=ABSTRACT 7493  F5=PRINT  F10=TOTAL
¦
**********************************************************************
```
                          FIGURE 2.10.3-164

h. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1) or printed. Use the arrow keys to
highlight the contract to be displayed/printed. To view abstract screen
1 for the highlighted contract, depress PF2. To view abstract screen 2,
depress PF3. To view abstract screen 3, depress PF4. The complete CAR
abstract for the displayed contract may be printed by depressing PF5.

To display the total number of contracts, the total obligated and the total unliquidated funds selected, depress PF10. Depress ESC to end this option and make the following selection:

```
************************************************************************
                DO YOU WANT TO ENTER ANOTHER (Y/N)? __
************************************************************************
```
FIGURE 2.10.3-165

   i. Depress Y to select another to view, or N to return to the Inquiry Menu.

2.10.3.1.31 5....CONTRACTOR'S ADDRESS LISTING

  Depress 5, or use the arrow keys to highlight this option and depress ENTER to access the CONTRACTOR'S ADDRESS LISTING option. Selecting this option will generate a screen listing, in alphabetical order, of all contractors with their current addresses in the format below.

```
************************************************************************
     CAR235                 CONTRACTORS WITH ADDRESSES        yy mm dd

   CONTRACTOR                    CAGE             ADDRESS

CONTRACTOR NAME A _____   CAGE_        STREET ADDRESS
                                             CITY          STATE  ZIP

 *CONTRACTOR NAME B _____ CAGE_    STREET ADDRESS
                                          CITY          STATE  ZIP

  CONTRACTOR NAME C _____ CAGE_    STREET ADDRESS
                                          CITY          STATE  ZIP

 *CONTRACTOR NAME D _____ CAGE_    STREET ADDRESS
                                          CITY          STATE  ZIP

  CONTRACTOR NAME E _____ CAGE_    STREET ADDRESS
                                          CITY          STATE  ZIP

  CONTRACTOR NAME F _____ CAGE_    STREET ADDRESS
                                          CITY          STATE  ZIP

  depress ANY KEY TO CONTINUE, PgUp OR  TO GO BACK, OR ESC TO EXIT
************************************************************************
```
FIGURE 2.10.3-166

NOTE: An asterisk(*) on the left of the contractor name indicates that the address listed for this contractor is a remittance address. To view the next page of the listing, depress any key. To scroll backward through the listing, use PGUP or the up arrow key. To exit and return to the Inquiry menu, depress ESC.

2.10.3.1.32 6....CONTRACTORS BY BUSINESS CODE

   a. Depress 6, or use the arrow keys to highlight this option and
depress ENTER to access the CONTRACTOR'S BY BUSINESS CODE option.
Selecting this option will bring up the following selection screen:

```
**********************************************************************
                      ENTER BUSINESS CODE: _
**********************************************************************
```
                      FIGURE 2.10.3-167

   b. Enter a one position business code, or enter a ? to generate a
pick list from which to choose a valid business code. When a ? is
entered a selection window will be displayed (see Figure 2.10.3-168
below). Use the arrow keys, PGUP PGDN to highlight the desired
selection.

```
**********************************************************************
        CODES

          A

          E               depress  , , PgUp, PgDn, or Esc
          F

          J
          K
          I
          L
          M
          N
**********************************************************************
```
                      FIGURE 2.10.3-168

   c. After a business code has been entered or selected using the ?
option, a listing, in alphabetical order, of all contractors with their
CAGE Codes for the specified Business Code will be displayed on screen
(see Figure 3-169 below).

```
**********************************************************************
CAR236                 CONTRACTOR WITH BUSINESS CODE __        yy mm dd

               CONTRACTOR                    CAGE

          CONTRACTOR NAME A              XXXXX
          CONTRACTOR NAME B              XXXXX
          CONTRACTOR NAME C              XXXXX
          CONTRACTOR NAME D              XXXXX

       depress ANY KEY TO CONTINUE OR ESC TO EXIT
**********************************************************************
```
                      FIGURE 2.10.3-169

   d. Depress any key to continue with the another screen of contractors
with the specified code, or ESC to return to the inquiry menu.

2.10.3.1.33 7.....FIRST TWO POSITIONS OF SPIN

   a. Depress 7, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY FIRST TWO POSITIONS OF SPIN option.
Selecting this option will bring up the following selection screen:

****
               FIRST TWO POSITIONS OF SPIN: __
****
                     FIGURE 2.10.3-170

   b. Enter the first two positions of the SPIIN. After they have been
entered the following selection screen is displayed:

****
               ENTER BASIC CONTRACT: _____
****
                     FIGURE 2.10.3-171

   c. Enter a 13 position Basic Contract Number to view, or depress ESC
to return to the Inquiry menu. To select all basic contracts leave this
field blank. When a BOA Code is entered the following selection window
is displayed:

****
               PART _ SECTION _ KIND _ TYPE _
****
                     FIGURE 2.10.3-172

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified SPIIN digits and Contractor
Name/CAGE will be displayed. If no contracts match the selected
criteria, the following error message will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   e. Depress any key to continue with the following selection:

****
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
****
                     FIGURE 2.10.3-173

   f. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria, they
will be displayed as follows:

```
*********************************************************************
CAR231         CONTRACTS BY FIRST 2 POSITIONS OF SPIN       yy mm dd
             SPIN = __       BASIC CONTRACT =  xxxxxxxxxxxxxx

PINSPIN              CONTRACTOR       RSN     OBLIGATED       UNLIQUIDATED

CONTRACT NO1 SPIN  CONTRACTOR NAMEA          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACT NO2 SPIN  CONTRACTOR NAMEB          XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACT NO3 SPIN  CONTRACTOR NAMEC          XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7532  F4=ABSTRACT 7533  F5=PRINT  F10=TOTAL
*********************************************************************
                        FIGURE 2.10.3-174
```

   g.   The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection:

```
*********************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*********************************************************************
                        FIGURE 2.10.3-175
```

   h. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.34 8....................DO/DX RATING

   a. Depress 8, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY DO/DX RATING option. Selecting this
option will bring up the following selection screen:

```
*********************************************************************
                   ENTER DX/DO RATING: ____
*********************************************************************
                        FIGURE 2.10.3-176
```

   b.   Enter a four Position DO/DX Rating (Defense Priority System
rating). This code consists of a two position Defense Priority System
Rating and a two position program identification. If desired, the final
two positions (the program identification) can be left blank in order to
allow for a search of all programs. After the desired rating has been
entered, the following selection screen will be displayed:

```
*********************************************************************
            PART _  SECTION _  KIND _  TYPE _
*********************************************************************
                        FIGURE 2.10.3-177
```

c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified DX/DO Rating will be displayed. If
there are no contracts which match the specified criteria, the following
error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

d. Depress any key to continue with the following selection:

```
********************************************************************
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
********************************************************************
```
                          FIGURE 2.10.3-178

e. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria, they
will be displayed as follows:

```
********************************************************************
 CAR202                CONTRACTS BY DX/DO RATING              yy mm dd
                      DMSTRTG = '____'


PINSPIN                 CONTRACTOR        RSN    OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1       CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2       CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3       CONTRACTOR NAMEC           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4       CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5       CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6       CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7542  F4=ABSTRACT 7543  F5=PRINT  F10=TOTAL
********************************************************************
```
                          FIGURE 2.10.3-179

f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection:

```
********************************************************************
               DO YOU WANT TO ENTER ANOTHER (Y/N)? __
********************************************************************
```
                          FIGURE 2.10.3-180

g. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.35 9....EFFECTIVE DATE

   a. Depress 9, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY EFFECTIVE DATE option. Selecting
this option will bring up the following selection screen:

```
*********************************************************************
            ENTER DATES TO VIEW (YY/MM/DD)
            BEGINNING DATE: __/__/__
              ENDING DATE: __/__/__
                BLANKS = ALL
*********************************************************************
```
                        FIGURE 2.10.3-181

   b. Enter a beginning and ending date in year/month/date format. If a
date is not entered in the proper format, the following error message
will be displayed:

     NOT A VALID YY MM DD DATE

   c. Re-enter a date in valid year/month/date format, or depress ESC to
return to the inquiry menu. After the Beginning and Ending Dates or
Blanks have been entered to specify a time period, the following
selection screen will be displayed.

```
*********************************************************************
                PART _   SECTION _   KIND _   TYPE _
*********************************************************************
```
                        FIGURE 2.10.3-182

   d. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind, or Type (blanks are entered), then all
current contracts with the specified date range will be displayed. If
no contracts match the specified criteria, the following error message
will be displayed:

     NO MATCHING CONTRACTS FOR SELECTED CRITERIA

   e. Depress any key to continue with the following selection:

```
*********************************************************************
            DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*********************************************************************
```
                        FIGURE 2.10.3-183

   f. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria, they
will be displayed as follows:

```
*************************************************************************
CAR203            EFFECTIVE DATES __/__/__ TO __/__/__          yy mm dd
                  EFFDT >= '_____' AND EFFDT <= '_____'

PINSPIN           CONTRACTOR   RSN   OBLIGATED   UNLIQUIDATED

CONTRACTNUMBER1   CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2   CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3   CONTRACTOR NAMEC         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4   CONTRACTOR NAMEA         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5   CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6   CONTRACTOR NAMEB         XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7562  F4=ABSTRACT 7563  F5=PRINT  F10=TOTAL
*************************************************************************
                       FIGURE 2.10.3-184
```

   g. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection:

```
*************************************************************************
             DO YOU WANT TO ENTER ANOTHER (Y/N)? __
*************************************************************************
                       FIGURE 2.10.3-185
```

   h. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.1.36 0.........VIEW BY DORMANCY CODE

   a. Depress 0, or use the arrow keys to highlight this option and
depress ENTER to access the VIEW BY DORMANCY CODE option.

```
*************************************************************************
                 ENTER R3 DORMANCY CODE: __
*************************************************************************
                       FIGURE 2.10.3-186
```

   b. Enter a R3 Dormancy Code, or enter a ? to select from a pick list
of valid choices. After the desired code has been entered or selected
from the pick list, the following selection screen will be displayed:

```
*************************************************************************
            PART _  SECTION _  KIND _  TYPE _
*************************************************************************
                       FIGURE 2.10.3-187
```

c. Select the specific Part, Section, Kind, and Type criteria. To
activate a pick list from which to choose valid codes, enter a ?. For
more detail on this option, see paragraph 2.10.31.1. If no selections
are made for Part, Section, Kind or Type (blanks are entered), then all
current contracts with the specified R3 Dormancy code will be displayed.
If there are no contracts which match the specified criteria, the
following error message will be displayed:

   NO MATCHING CONTRACTS FOR SELECTED CRITERIA

d. Depress any key to continue with the following selection:

```
**********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                       FIGURE 2.10.3-188

e. Depress Y to select another to view or N to return to the Inquiry
Menu. If there are contracts which match the specified criteria, they
will be displayed as follows:

```
**********************************************************************
  CAR238            CONTRACTS BY DORMANCY CODE            yy mm dd
                    R3 CODE = '____'


PINSPIN              CONTRACTOR          RSN    OBLIGATED     UNLIQUIDATED

CONTRACTNUMBER1      CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER2      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER3      CONTRACTOR NAMEC           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER4      CONTRACTOR NAMEA           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER5      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX
CONTRACTNUMBER6      CONTRACTOR NAMEB           XXXXXXXXX.XX  XXXXXXXXX.XX


F2=CAR ABSTRACT  F3=ABSTRACT 7572  F4=ABSTRACT 7573  F5=PRINT  F10=TOTAL
**********************************************************************
```
                       FIGURE 2.10.3-189

f. The CAR abstract can be selected to be viewed on the screen or
printed (see paragraph 2.10.3.1.1.1). Use the arrow keys to highlight
the contract to be displayed/printed. To view abstract screen 1 for the
highlighted contract, depress PF2. To view abstract screen 2, depress
PF3. To view abstract screen 3, depress PF4. The complete CAR abstract
for the displayed contract may be printed by depressing PF5. To display
the total number of contracts, the total obligated and the total
unliquidated funds selected, depress PF10. Depress ESC to end this
option and make the following selection:

```
**********************************************************************
                 DO YOU WANT TO ENTER ANOTHER (Y/N)? __
**********************************************************************
```
                       FIGURE 2.10.3-190

g. Depress Y to select another to view, or N to return to the Inquiry
Menu.

2.10.3.2 DATA BASE MAINTENANCE

   a. This option merges and indexes data base files. In addition, it
allows for the assignment of defaults for data path, data file, and
printer port. When the DATA BASE MAINTENANCE option is selected, the
following screen will be displayed:

```
**********************************************************************
   CAR100  3.3              DATA BASE MAINTENANCE              yy/mm/dd


MULTIPLE DATA BASE ROLLUP......A    UNARCHIVE COMPRESSED DATA..........D
INDEX UTILITY.................B    COPY ARCHIVE FILE TO FLOPPY........E
CONFIGURATION MAINTENANCE......C    UPLOAD ARCHIVE FILE FROM FLOPPY....F

              Esc = Exit        * = TIME CONSUMING PROCESS

Explanation of the highlighted option
**********************************************************************
                     FIGURE 2.10.3-191
```

   b. Selections are made by either entering the option letter on the
left (A, B, C, D, E, F), or by using the arrow keys to highlight and
enter the desired option.

2.10.3.2.1 MULTIPLE DATA BASE ROLLUP...........A

   a. To select this option, depress A, or use the arrow keys to
highlight the letter and depress ENTER. This option will permit up to
eight indexed data base files to be combined into one data base. The
merged data base may then be used as the default data file.

NOTE: The eight files still remain as individual data bases after the
merge is performed.

   b. After selecting this option, the following selection window is
displayed:

```
**********************************************************************
          DATA BASE ROLLUP UTILITY


          List files to merge together:


             1. _____
             2. _____
             3. _____
             4. _____
             5. _____
             6. _____
             7. _____
             8. _____

             ------- ? for list ---------
**********************************************************************
                     FIGURE 2.10.3-192
```

c. Enter each file to be merged into one. Be sure to use the
complete file name including the file name extension (FILENAME.EXT) for
each entry. To choose from a pick list of valid data bases, enter a ?
for the selection. This will display all valid data bases in a
selection window as in Figure 3-187 below.

```
**********************************************************************
                          DATA.DBF
                          DATE.DBF
                          JBA9.DBF
                          JBA8.DBF
                          JFI5.DBF
                          JFI9.DBF
                          NAME.DBF
                          SBD1.DBF
**********************************************************************
```
                          FIGURE 2.10.3-193

   d. Use the arrow keys to highlight the data base to include in the
rollup and depress ENTER. This will enter the highlighted data base as
file one and move on to the next file to select. Enter the next data
base to include, or a ? to select from the pick list. After all desired
files have been listed, depress PGDN. The following prompt will appear
asking the user to name the data base that is to be created:

```
**********************************************************************
         Enter the name of a new file: _____
**********************************************************************
```
                          FIGURE 2.10.3-194

   e. Enter a name for the data base that will be created by this roll-
up. After the name is entered, the rollup will begin. The selected
files will be combined into one data base and then indexed. Messages
will appear during the processing to show what is occurring. These
messages are:

     (FIRST) File

   f. This tells which file is currently being copied into the new data
base.

     INDEXING THE DATA BASE: 759Files

   g. This states that the new data base file is being indexed and
displays the number of files that have been completed. At the
conclusion of the indexing, the system will return to the DATA BASE
MAINTENANCE MENU. The newly created data base is created, indexed, and
ready for use as the default data base (See option C below). Make
another selection, or ESC to return to the main menu.

NOTE: If there is a need to merge more than eight files into a data
base, merge eight files into one and then merge the rolled up file with
seven others and continue this process until all of the files needed are
combined into one data base.

2.10.3.2.2 INDEX A FORMATTED FILE.............B

   a. To select this option, depress B, or use the arrow keys to
highlight the letter and depress enter. This option recreates all of
the indexes that are used by the compass system. When this option is
selected, the following message will appear:

```
**********************************************************************
             depress ANY KEY TO INDEX OR ESC TO EXIT
**********************************************************************
```
FIGURE 2.10.3-195

   b. To index the file, depress any key. To return to the Data Base
Maintenance Menu without indexing, depress ESC. When the indexing is
processing, the following message will be displayed showing the status
of the indexing:

     INDEXING THE DATA BASE: 760Files

   c. This states that the default data base file is being indexed and
displays the number of files that have been completed. This process
will be a rather lengthy one, particularly for large data bases. At the
conclusion of the indexing, the system will return to the DATA BASE
MAINTENANCE MENU. The default data base is indexed, and ready for use.
Make another selection, or ESC to return to the main menu.

2.10.3.2.3 CONFIGURATION MAINTENANCE...........C

   a. To select this option, depress C, or use the arrow keys to
highlight the letter and depress ENTER. This option is used to specify
the default path to where the CAR data resides and the default CAO team
data file to be used by compass. When this option is selected, the
following screen will be displayed:

```
**********************************************************************
             SYSTEM MAINTENANCE


     PRINTER PORT: LPT2:
          PRINTER: HP LASERJET
      DOS VERSION: 3.1
    SLAVE PRINTER: Y
       DATA DRIVE: N:\DATA\
        DATA FILE: NBNBK.DBF



           C = Change, R = Recall, ESC
**********************************************************************
```
FIGURE 2.10.3-196

   b. This displays the current settings for PRINTER PORT, PRINTER, DOS
VERSION, DATA DRIVE, AND DATA FILE. To change the settings, depress C.
When C is depressed, a window displaying valid selections for PRINTER
PORT will automatically be displayed.

```
**********************************************************************
                          PRINTER
                           PORTS

                          LPT1:
                          LPT2:
                          LPT3:
                          COM1:
                          COM2:
**********************************************************************
```
                        FIGURE 2.10.3-197

  c. Use the arrow keys to highlight the desired port and depress
ENTER. If the current setting is correct, depress ESC. Whether a new
choice is made, or esc is pressed, the system will move to the next
choice, PRINTER, and display a selection window for this setting.

```
**********************************************************************
         PRINTERS

         ALPS
         HP LASERJET
         OTHER LASER PR
         EPSON PRINTER
**********************************************************************
```
                        FIGURE 2.10.3-198

  d. Use the arrow keys to highlight the type of printer to use when
printing form COMPASS. If the current setting is correct, depress ESC.
Whether a new choice is made, or ESC is depressed, the system will move
to the next choice, DOS VERSION, and display a selection window for this
setting.

```
**********************************************************************
          DOS
         VERSION
       -----------
          3.1
          3.2
          3.21
          3.3
          4.01
          5.0
**********************************************************************
```
                        FIGURE 2.10.3-199

  e. Use the arrow keys to highlight the DOS VERSION that is running on
the PC. If the current setting is correct, depress ESC.   Whether a new
choice is made, or ESC is depressed, the system will move to the next
choice, SLAVE PRINTER.

    (1) SLAVE PRINTER - This field should be Y to indicate that the
specified printer is a slave printer (hooked directly to the PC), or N
if the specified printer is a shared printer (accessed via a LAN).
After a Y or N is entered for this field, the system will move to the
next choice, DATA DRIVE.

(2) DATA DRIVE - Sets the default path to where the CAR data resides on the file server. Enter the path to the location of the data. This path consists of the drive that is mounted to the file server, and the directory path to the data files. After the DATA DRIVE is entered, the system will move to the next selection, DATA FILE.

(3) DATA FILE - Sets the default data base for the CAO team data to be used by COMPASS. This is a five position code with the first two positions representing the CAO and the final three positions representing a specific ACO code. For example, if the information to access is for CAO: JB and ACO: AB8, the name of the data base to specify here would be JBAB8.DBF. Enter the Data File to use.

NOTE: This is where a data base created by using the rollup (option A) can be specified for use.

f. After DATA FILE is entered, the new configurations are saved and displayed to the screen. To recall the settings which were displayed prior to making changes, depress R. To return to the DATA BASE MAINTENANCE MENU and use the new configuration settings, depress ESC.

2.10.3.2.4 UNARCHIVE COMPRESSED DATA............D

a. Stand-alone users who dial up a file server and download data to a personal computer (PC), must run this option in order to uncompress the downloaded data so that it can be used by COMPASS. After a download is done (see section 2.10.4 - Dial up Downloads), a message will appear on the main menu (see Figure 2.10.3-1) informing the user that updated data is available and that this option needs to be run.

b. To unarchive the data, select the data base maintenance option from the MAIN MENU. Next, select option D, unarchive compressed data, from the DATA BASE MAINTENANCE MENU. If no compressed data files exist, the following screen will be displayed:

```
**********************************************************************
        NO COMPRESSED FILES FOUND.  depress ANY KEY TO EXIT
**********************************************************************
```
                        FIGURE 2.10.3-200

c. Depress any key to return to the DATA BASE MAINTENANCE MENU. If only one compressed file exists, the following screen will be displayed:

```
**********************************************************************
       FOUND NAME.LZW.  depress ANY KEY TO UNARCHIVE OR ESC TO EXIT
**********************************************************************
```
                        FIGURE 2.10.3-201

d. Depress any key to unarchive the data file, or ESC to return to the DATA BASE MAINTENANCE MENU. If multiple compressed files exist, the following pick list will be displayed:

```
************************************************************************
          NAME1.LZW
          NAME2.LZW
          NAME3.LZW
************************************************************************
                     FIGURE 2.10.3-202
```

   e. Use the arrow keys to highlight the file to be uncompressed and
depress enter to begin the unarchiving, or depress ESC to return to the
DATA BASE MAINTENANCE MENU.

NOTE: When a file is unarchived, it is loaded into the DATA DRIVE and
DATA FILE that have been specified in the CONFIGURATION MAINTENANCE.

2.10.3.2.5 COPY ARCHIVE FILE TO FLOPPY..........E

   a. This option will be used by stand alone users. In the event that
each user at a site does not have dial up capability on the individual
PC, a person with this capability will need to download the file and
copy it to a floppy so that it can be transferred to the user's PC.
This option provides that capability.

   b. To unarchive the data, select the data base maintenance option
from the MAIN MENU. Next, select Option E, COPY ARCHIVE FILE TO FLOPPY,
from the DATA BASE MAINTENANCE MENU. When this Option is selected, the
following will be displayed:

```
************************************************************************
                  BACKUP FILES TO REMOVABLE MEDIA



     Source Drive\path...  C:\COMPASS\DATA\

     Source file ........  *.LZW

     Target Drive........  A

     STATUS

                   Estimated Time......
                   Bytes to Copy.......

                   Bytes Copied.......
                   Completed..........            %

                   Diskettes Needed:

                   5 ¼"  360 Kb........   1.2 Mb.......
                   3 ½"  720 Kb........   1.4 Mb........

Enter Source: path and file info, Target drive     [Esc]-Quit
************************************************************************
                     FIGURE 2.10.3-203
```

c. Enter the Source Drive\path where the compass data resides. This is the DATA DRIVE from CONFIGURATION MAINTENANCE (The DATA DRIVE will be pulled into this field automatically). After this entry is made, the system will prompt for entry of the SOURCE FILE. This is the name of the compressed file which should be copied to the floppy. This file name is a five position code followed by a LZW extension. In this code, the first two positions represent the CAO and the final three positions represent a specific ACO code. For example, if the information to copy is for CAO: JB and ACO: AB8, the name of the compressed file to specify here would be JBAB8.LZW. Enter the SOURCE FILE to copy.

NOTE: If it is desired, wildcards can be used to copy all compressed files (*.LZW) or all files for a specific CAO (JB*.LZW). However, if this method is used, ALL of the files will be restored when this file is UPLOADED to another PC. For this reason, it is recommended that each file be copied separately to different floppy disks.

d. When the source file has been entered, the system will prompt for entry of the TARGET DRIVE. This is the drive letter which identifies the floppy drive (A or B). After this drive is entered, the copying process will begin. If the source file that was entered does not exist, the following message will be displayed:

    SORRY, NO FILES FOUND
    DEPRESS ANY KEY TO CONTINUE

e. If the file is found, the estimated time, bytes to copy, and diskettes needed information will be displayed in the status box (see Figure 2.10.3-203). In addition, the following message will be displayed at the bottom of the screen:

    PLEASE PUT BACKUP DISK [1] IN TARGET DRIVE [A]
    DEPRESS ANY KEY TO CONTINUE

f. To abort this process, depress ESC. To continue with the copy, depress any other key. When a key is depressed, the BYTES TO COPY will decrease as the BYTES COPIED and COMPLETION PERCENTAGE increase. Also, the file name which is being copied will be displayed just below the target drive in the upper left of the screen. If multiple floppies are needed, the following message will be displayed with the number of the disk incrementing each time:

    PLEASE PUT BACKUP DISK [2] IN TARGET DRIVE [A]
    DEPRESS ANY KEY TO CONTINUE

g. When this message is displayed, insert another formatted disk and depress any key to continue with the copy. When the copying process is completed, the status box will show 100 percent completion and the following message will be displayed:

    BACKUP COMPLETED
    DEPRESS ANY KEY TO CONTINUE

h. The floppy(s) are now ready to be taken to another PC and uploaded
using Option F from the DATA BASE MAINTENANCE MENU. When a key is
depressed, the system will return to the DATA BASE MAINTENANCE MENU.

2.10.3.2.6 UPLOAD ARCHIVE FILE FROM FLOPPY..........F

a. This option is used to upload a file from a floppy disk to the
DATA DRIVE on a PC. This file must be created using Option E, Copy and
Archived file to floppy, from the DATA BASE MAINENANCE MENU.

b. To upload the data, select the data base maintenance option from
the MAIN MENU. Next, select Option F, UPLOAD ARCHIVE FILE FROM FLOPPY,
from the DATA BASE MAINTENANCE MENU. When this option is selected, the
following will be displayed:

```
************************************************************************
                   RESTORE FILES FROM REMOVABLE MEDIA


     Source Drive........  A

     Target Drive/path...  C:\COMPASS\DATA\



  STATUS

                           Estimated Time......
                           Bytes to Copy.......

                           Bytes Copied........                 | |
                           Completed...........            % | |
```

Enter Source: path and file info, Target drive   [ESC]-Quit
```
************************************************************************
```
                          FIGURE 2.10.3-204

c. Enter the SOURCE DRIVE. This is the drive letter assigned to the
floppy drive from which the files will be uploaded (A or B). When the
source drive has been entered, the system will prompt for entry of the
TARGET DRIVE. This is the DATA DRIVE from CONFIGURATION MAINTENANCE
(The data drive will be pulled into this field automatically). When the
target drive has been entered, the following message will be displayed:

    PLEASE Put Backup Disk [1] in Source drive [A]
    DEPRESS ANY KEY TO CONTINUE

d. To abort this process, depress ESC. To continue with the upload, depress any other key. When a key is pressed, the ESTIMATED TIME, BYTES TO COPY, BYTES COPIED, and COMPLETED fields will be displayed. ESTIMATED TIME and BYTES TO COPY will decrease as the BYTES COPIED and THE COMPLETION PERCENTAGE increase. Also, the file name which is being uploaded will be displayed just below the target drive in the upper left of the screen. If multiple floppies are needed, the following message will be displayed with the number of the disk incrementing each time:

    PLEASE PUT BACKUP DISK [2] IN SOURCE DRIVE [A]
    DEPRESS ANY KEY TO CONTINUE

    e. When this message is displayed, insert the next disk in the sequence and depress any key to continue with the upload. When the uploading process is completed, the status box will show 100 percent completion and the following message will be displayed:

    RESTORE COMPLETED
    DEPRESS ANY KEY TO CONTINUE

    f. The file archived file has now been successfully copied to the DATA DRIVE (PATH) on the PC and can be unarchived using Option D, UNARCHIVE COMPRESSED DATA, from the DATA BASE MAINTENANCE MENU. When a key is depressed, the system will return to the DATA BASE MAINTENANCE MENU.

2.10.3.3 LETTER GENERATION

   a. This option will allow ACOs or Contract Administrators to
incorporate COMPASS data base information into preformatted letters that
may be printed ready for signature or may be edited to customize the
letter for more specific usage. The COMPASS system will generate any
one of the letters and store it in the COMPASS subdirectory in the file
LETTER.DBF. Each time a letter is generated, it will replace the
contents of the file LETTER.DBF. Also, the preformatted letters can be
modified and saved for future use.

   b. Throughout the letters section, the text editor CED is used to
display/modify the letters. The keystrokes listed below are used to
issue editing commands within the editor. This information is also
available from within the editor by depressing PF1 to access the
editor's help system.

COMMAND DESCRIPTION	KEY STROKE
	Help Screens F1
Backspace Or Delete Previous Character	Backspace
Carriage Return Or Next Line	<CR>
Delete Current Character	Del
Delete Current Line	Shift F9
Page Down	PgDn
Page Up	PgUp
Position the cursor at the Beginning of the file	Ctrl Home
Position At the End of The File	Ctrl End
Position At the Beginning of the Line	Home
Position At the End of The Line	End
Position Down One Line	Cursor-Down
Position On the Next Character	Cursor-Right
Position On the Previous Character	Cursor-Left
Position On the Next Word	Ctrl ->
Position On the Previous Word	Ctrl <
Position Up One Line	Cursor-Up
Tab Toward Right	Tab
Tab Toward Left	Shift Tab

COMMAND DESCRIPTION	KEY STROKE
Toggle Between Insert/Replace Mode	Ins

Find a String (All,Forward,Backward)   F5
Searches the file to find matches
to the specified string. This
can be done for the entire file (all)
or forward or backward from the
current cursor position.

Change a String (All,Range,Block)   F6
Replaces one string with another
throughout the entire file, or
for a specified block/range.

Change a String With Verify (All,Range,Block) Shift F6
Same as F6, except that each time
the string is found, verification
must be made before the string
is replaced.

Highlight a Line Block   F8
Marks a block to be used in copy/move/
delete etc.   Use F8 to mark the
beginning line of the block. Position
the cursor on the ending line and again
mark with F8. The block is now
highlighted.

Highlight a Character Block   F7
Marks a block to be used in copy/move/
delete etc.   Use F7 to mark the
beginning character of the block. Use
the arrow keys to continue marking. When
the last character is reached, depress F7
again. The block is now highlighted.

Move a Highlighted Block of Text   Alt M
Moves the contents of the highlighted
block to the current cursor position.

Copy a Highlighted Block of Text   Alt C
Copies the contents of the highlighted
block to the current cursor position.

Delete a Highlighted Block of Text   Alt D

Memory Status Display   Shift F5
Displays the amount of memory which is
being used for the text, and the amount
which is still available.

Quit the Current File   Ctrl F3
Quits out of the text without saving.
If changes were made, it asks if the
modifications should be saved.

```
       COMMAND DESCRIPTION                              KEY STROKE

       Save the Current File and Continue Editing   Shift F3
       Saves the text, but stays in the editor
       to allow additional changes.

       Save the Current File and Quit the file      F3
       Saves the text and exits the editor.
```

   c. When the Letters Option is selected, the following selection menu
will be displayed:

```
**********************************************************************
        CAR400   LETTERS MENU   yy mm dd
         ---------------------------
       A........ADD\MOD\DEL NAME DATABASE
       B........... STANDARD DLA LETTERS
       C............CONFIGURABLE LETTERS
       ---------[ Esc = EXIT ]-----------
**********************************************************************
                    FIGURE 2.10.3-205
```

   d. Use the arrow keys to highlight and enter your selection, or
depress the letter corresponding to the selection.

2.10.3.3.1 A.........ADD\MOD\DEL NAME DATA BASE

   a. Every time a new user is added, changed or removed this option
must be used to make the change. It is also possible to get a listing
of all user IDs, ACOs, and Contract Administrators with this option.
When this option is selected, the following selection menu will be
displayed:

```
**********************************************************************
        CAR430   LETTERHEAD MENU  92 01 24
         --------------------------------

       ADD LETTER PRGM IDENTIFIER CODE...A
       MODIFY A LETTER HEAD RECORD ......B
       DELETE A LETTER HEAD RECORD.......C
       LISTING OF CODES..................D


                  ESC = EXIT
**********************************************************************
                    FIGURE 3-206
```

   b. Use the arrow keys to highlight your selection and depress ENTER
or depress the letter corresponding to the desired selection, or depress
ESC to return to the LETTERS MENU.

2.10.3.3.1.1 ADD LETTER PRGM IDENTIFIER CODE...A

   a. This option is used to add the names and letter headings of new
users. When this option is selected the program will prompt for an ID
code.

     ENTER ID CODE __

   b. If the ID code exists the following error message will be
displayed:

     THIS CODE IS ALREADY ON FILE, ENTER AGAIN OR ESC TO EXIT

   c. Enter a different code to proceed or depress ESC to return to the
LETTERHEAD MENU. When a new ID code is entered the following screen
will be displayed:

****
            LETTER'S IDENTIFIER CODE:
                               ACO:
                             TITLE:
          CONTRACT OFFICER'S AV PHONE:
             CONTRACT ADMINISTRATOR:
                         AREA CODE:
       CONTRACT ADMNSTR PHONE NUMBER:

  ENTER THE FIELD AS YOU WANT THEM TO APPEAR ON THE LETTER
****
                    FIGURE 2.10.3-207

   c. After entering all of the requested information, it will be saved
and the screen will return to the LETTERHEAD MENU.

2.10.3.3.1.2   MODIFY A LETTER HEAD RECORD......B

   a. This selection may be used to edit an existing user record. When
this option is selected, the system will prompt for ID CODE.

     ENTER ID CODE ___

   b. If the ID code does not exist, the screen will display the error
message:

     NOT A VALID CODE, ENTER AGAIN OR ESC TO EXIT

   c. Enter a different code to proceed or depress ESC to return to the
LETTERHEAD MENU. When a valid ID code is entered the following screen
will be displayed.

```
**********************************************************************
                   LETTER'S IDENTIFIER CODE:
                                      ACO:
                                    TITLE:
             CONTRACT OFFICER'S AV PHONE:
                  CONTRACT ADMINISTRATOR:
                               AREA CODE:
            CONTRACT ADMNSTR PHONE NUMBER:


    ENTER THE FIELD AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                        FIGURE 2.10.3-208
```

   d. Depress ENTER to accept the current information in the data
fields. Type in the desired changes in fields to be changed. When all
of the data field revisions have been completed depress ENTER to
continue through the remaining data fields. The program will save the
changes and return to the LETTERHEAD MENU.

2.10.3.3.1.3   DELETE A LETTER HEAD RECORD.......C

   a. Use this option to remove codes that are no longer valid or
required. When this option is selected the program will prompt for an
ID code:

     ENTER ID CODE __

   b. If the ID code does not exist, the following error message will be
displayed:

     NOT A VALID CODE, ENTER AGAIN OR ESC TO EXIT.

   c. Enter another code, or ESC to return to the LETTERHEAD MENU. If
the ID code is valid, the contents of the record will be displayed and
verification to delete the record is requested:

```
**********************************************************************
    IS THIS THE IDENTIFIER CODE YOU WANT TO DELETE _
**********************************************************************
                        FIGURE 2.10.3-209
```

   d. A Y answer to this prompt will delete the record and return to the
LETTERHEAD MENU. A N answer will return to the LETTERHEAD MENU without
deleting the record. Any other letter is not valid and will not be
accepted by the program.

2.10.3.3.1.4 LISTING OF CODES..................D

   a. This option displays a list of all ID codes, the ACO NAME, and the
CONTRACT ADMINISTRATOR. When any key is depressed, the next screen of
data will be displayed.

```
************************************************************************
                    CODES LISTING                     mm dd yy
                    -------------                      --------

CODES     ACO                      CONTRACT ADMINISTRATOR
-----     ---                      ----------------------
  AA      ACO NAME                 CONTRACT ADMINISTRATOR X
  AB      ACO NAME                 CONTRACT ADMINISTRATOR Y
  AC      ACO NAME                 CONTRACT ADMINISTRATOR Z




                    press ANY KEY TO CONTINUE
************************************************************************
                    FIGURE 2.10.3-210
```

b. When the last screen of data is displayed, depressing any key will
result in return to the LETTERHEAD MENU.

2.10.3.3.2 B.............STANDARD DLA LETTERS

This option is not currently available.

2.10.3.3.3 C............CONFIGURABLE LETTERS

a. This option allows the user to pull up preformatted letters, edit
the letters, and print the letters. In addition, the preformatted
letters can be modified to suit the individual user's needs and saved
for future use. Two special characters will appear when the letters are
displayed. They represent a page break and an eject (form feed). These
indicators are automatically inserted by the COMPASS system, and should
not be removed. Also, macros which pull in pertinent data are built
into each letter. These macros are explained in the EDIT LETTERS
section of this manual. However, it is important to note that if an
invalid macro is included in the letter, the variable name used in the
macro will appear in the body of the letter when the letter is called.
These invalid macros will be identified by two preceding asterisks. If
they exist, go into the edit letters function and change the name to the
correct (valid) macro name which should appear in this letter.

b. When this option is selected, the following selection window will
be displayed:

```
*********************************************************************
          CONFIGURABLE LETTERS       yy mm dd
          --------------------------------
          A.........................PATENT LETTERS
          B............................SHOW CAUSE
          C.................CONSENT TO SUBCONTRACT
          D.............FIRST ARTICLE / POST AWARD
          E........COST/FUNDS.LIMITATION OF FUNDS
          F.........MODIFICATION FORWARDING LETTER
          G............PRODUCTION PROG RPT FWD LTR
          H....................INTRODUCTION LETTER
          I................REQ PROD / FEE APPROVAL
          J...........CONTRACT FUNDS STATUS REPORT
          K.......PURSUANT TO LIMITATION OF FUNDS
          L.........FWD FINAL VOUCHER FOR PAYMENT
          M...................ASSIGNMENT OF CLAIMS
*********************************************************************
                    FIGURE 2.10.3-211
```

2.10.3.3.3.1 A....................PATENT LETTERS

   a. To date five letters have been developed to deal with patent
rights and clearances. When the Patent Letters Option is selected, a
menu of the available patent letter options is displayed.

```
*********************************************************************
          PATENT LETTERS    yy mm dd
          -------------------------
          1....INTERIM PATENT REPORT REQUEST
          2....PATENT REPORTING REQUIREMENTS
          3......FRWD/FINAL PATENT CLEARANCE
          4..REQUEST FOR FINAL PATENT REPORT
          5.........FRWD/FINAL PATENT REPORT
*********************************************************************
                    FIGURE 2.10.3-212
```

   b. Use the up and down arrow keys to highlight the desired letter
selection and depress ENTER or depress the number corresponding to the
desired patent letter.

2.10.3.3.3.1.1 1.....INTERIM PATENT REPORT REQUEST

   a. When this option is selected you will be requested to specify the
contract number awarded to the letter recipient.

```
*********************************************************************
          ENTER CONTRACT NUMBER OR "?":  _____
*********************************************************************
                    FIGURE 2.10.3-213
```

   b. If a correct contract number is entered the program will advance
directly to the request SEND PATENT LETTER TO CONTRACTOR OR MILITARY
(C/M)?. If the contract number is not known, use the ? option. The ?
option will display a window listing of all contract numbers.

```
************************************************************************
                         PINSPIN
                 --------------------
                 CONTRACTNUMBER01
                 CONTRACTNUMBER02
                 CONTRACTNUMBER03
                 CONTRACTNUMBER04
                 CONTRACTNUMBER05
                 CONTRACTNUMBER06
                 CONTRACTNUMBER07

              depress Up,Dn,PgUp,PgDn, or Esc
************************************************************************
```

                        FIGURE 2.10.3-214

   c. Use the arrow keys to highlight the desired contract number. If
the desired contract number is not displayed in the window, continue
using the down arrow key to display and highlight additional contract
numbers. When the proper contract number is highlighted, depress ENTER
to select and the following window will be displayed to verify that the
proper contract number has been selected.

```
************************************************************************
              COMPANY: COMPANY NAME DISPLAYED HERE
          CONTRACT NO: CONTRACT NUMBER DISPLAYED
                 CAGE: CAGE774
                  ACO: XX
                 NOUN: CAR ABSTRACT NOUN HERE
************************************************************************
```

                        FIGURE 2.10.3-215

   d. Three different versions of this letter may be printed: to a
contractor, to a military organization and if a military organization to
a Commanding Officer or to a subordinate. The contents of all three
letters will be similar, the letter headings and salutations will be
altered to fit each appropriate recipient. After this selection is
made, the following will be displayed:

```
************************************************************************
          SEND LETTER TO CONTRACTOR OR MILITARY (C/M)? _
************************************************************************
```

                        FIGURE 2.10.3-216

   e. Enter C if the letter is to be sent to a contractor, M is the
letter is to be sent to a military organization. If the letter is for a
military organization, the following selection window will be displayed:

```
************************************************************************
          IS THE LETTER FOR THE COMMANDER (Y/N)? _
************************************************************************
```

                        FIGURE 2.10.3-217

f. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following selection
will be displayed:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                        FIGURE 2.10.3-218

NOTE: If the letter is for a contractor, the above selection window
will be displayed immediately following Figure 2.10.3-216. Enter a two
digit ACO code, or ESC to return to the Patent Letters Menu. The ID
code must be a valid code in the ID codes file (see paragraph
2.10.3.3.1). If the letter is a military letter, the following screen
will be displayed:

```
**********************************************************************
 ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                SUSPENSE DATE: __/__/__
                  IN REPLY TO: _____
                          TO: _____
                           : _____
                           : _____
                           : _____
                           : _____
                           : _____
                           : _____
                         cc: _____
                         cc: _____
                         cc: _____
                         cc: _____
                         cc: _____


 ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                        FIGURE 2.10.3-219

  g. Enter the information that will be included in the Patent Rights
Letter. For data fields that do not require information, depress ENTER.
For nonmilitary Patent Rights Letters the following screen will be
displayed:

```
************************************************************************
                          IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                            LASTNAME:
          ENTER CONTRACTOR'S JOB TITLE:
                                   cc:
                                   cc:
                                   cc:
                                   cc:
                                   cc:
        Address to Mr. or  Ms.  (M/F)?:



       ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                         FIGURE 2.10.3-220
```

   h. Enter the information that will be included in the Patent Rights
Letter. For data fields that do not require information, depress ENTER.
The M/F (Male or Female) entry is required to continue with the letter.
After the M/F entry is made, the following selection screen will be
displayed:

```
************************************************************************
          ENTER THE ENDING DATE OF THE PERIOD: __/__/__
************************************************************************
                         FIGURE 2.10.3-221
```

NOTE: This selection is only for nonmilitary letters. Military letters
will go directly to the Print/Edit option below. Enter the date in the
format mm dd yy. After the date has been entered, all necessary data
for the letter has been completed and it is ready to print or edit. At
this point, the following window will be displayed:

```
************************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                         FIGURE 2.10.3-222
```

   i. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
         ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                         FIGURE 2.10.3-223
```

j. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   k. If E is entered for the options shown in Figure 2.10.3-222, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file.

NOTE: The following example of the Patent Rights Letter is for a
nonmilitary recipient. Appropriate changes are incorporated into the
military version of this letter.

```
**********************************************************************
            ORIGINATING OFFICE                              date


            SUBJECT:  Interim Report of Inventions and Subcontracts
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE  ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            The patent clause of the subject contract requires that
            you annually submit an Interim Report of Inventions and
            Subcontracts, DD Form 882.

            To date, I have not yet received your report for period
            ending -----date-------.  Please submit the above report
            to my attention by -----date---- or advise when the
            report will be submitted.

            If you have any questions, please contact -----CA NAME----
            at area code (nnn) nnn-nnnn.

                              Sincerely,


                              ACO NAME
                              Administrative Contracting Officer

            cc:
            Copy To - If Applicable
**********************************************************************
                     FIGURE 2.10.3-224

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 777     Col: 777
Line: 777 Insert
```

   l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-225. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-225.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
                        FIGURE 2.10.3-225
```

   m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-221 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-226 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-226
```

   n. Depress Y to select another Patent Rights Letter. Depress N to
return to the LETTERHEAD MENU.

2.10.3.3.3.1.2 2......PATENT REPORTING REQUIREMENTS

   a. When this option is selected you will be requested to specify the
contract number awarded to the letter recipient.

```
**********************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                        FIGURE 2.10.3-227
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see paragraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE778
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND A PATENT LETTER TO (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-228
```

d. If N is entered the program will return to the initial Letter
Menu; if Y is entered the program will continue with the following
screen:

```
***********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
***********************************************************************
```
                         FIGURE 2.10.3-229

  e. If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN, OR ESC TO EXIT.

  f. Enter a valid code, or depress ESC to return to the Letters Menu.
After a valid code is entered, the following screen will be displayed:

```
***********************************************************************
                         IN REPLY TO:
       P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
        ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
       Address to Mr. or  Ms.  (M/F)?:


        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
***********************************************************************
```
                         FIGURE 2.10.3-230

  g. Enter the information that will be included in the Patent Report
Letter. For data fields that do not require information, depress ENTER.
The M/F (Male or Female) entry is required to continue with the letter.
After the M/F entry is made, the following selection screen will be
displayed:

```
***********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
***********************************************************************
```
                         FIGURE 2.10.3-231

  h. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                          FIGURE 2.10.3-232

   i. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   j. If E is entered for the options shown in Figure 2.10.3-231, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Patent Report Letter:

```
*********************************************************************
          ORIGINATING OFFICE                       date

          SUBJECT:  Patent Report
                    Contract No. nnnnnn-nn-n-nnnn

          Recipient of Letter
          COMPANY NAME
          STREET ADDRESS
          CITY, STATE ZIPCODE

          Dear Mr. (or Ms.) Recipient:

          The subject contract contains a patent rights clause which
          imposes certain obligations concerning inventions made and
          subcontracts awarded under the contract.

          The following summarizes some examples of the principle
          obligations of a contractor under the subject contract
          clauses:

               a. Submission of a complete disclosure on each subject
          invention within prescribed or authorized time periods.

               b. Establishment and maintenance of effective
          procedures to assure timely identification and disclosure
          of subject inventions (FAR clauses 52.227-12 and - 13).

               c. Submission of interim reports at least annually
          and final invention reports.

               d. Adherence to prescribed time and notification
          requirements on filing of domestic and foreign patent
          applications, if applicable.

               e. Submission of instruments confirmatory of
          governmental interest in subject inventions.

               f.  Inclusion of a patent rights clause in certain
          type subcontracts.

               g.  Prompt notification of award of subcontracts
          containing a patent rights clause and a copy of the
          subcontract, if required or requested.

          The following summarizes some of the invention-monitoring
          activities believed essential to a contractor's discharge
          of the principal obligations of the clauses.
*********************************************************************
```

FIGURE 2.10.3-233a

```
*********************************************************************
            ORIGINATING OFFICE     PAGE 2              date
            COMPANY NAME
```

        a. Early alerting of technical employees,
particularly those engaged in creative efforts of the
contractual obligation to report all inventions made under
the contract. Such notification should preferably identify
the type of novel technical developments which may be of an
inventive nature and make clear that the term 'made' covers
either, or both, a first conception, or a demonstration of
practicality.

        b. Maintaining records to document the conception
and/or first actual reduction to practice of subject
inventions and the basis for determining such inventions
to be 'subject inventions under the contract
(FAR clauses 52.227-12 and-13).

        c. Keeping readily identifiable and available
permanent records of technical work, particularly of a
creative nature, performed under the contract.

        d. Periodic and systematic review of technical work,
as well as reports and discussions thereon, by personnel
knowledgeable in the identification, determination of
inventorship and recognition of potential statutory bars
of patenting.

        e. Review of work to be subcontracted to determine
the need for, inclusion of patent rights clause therein,
and the type of clause to be used.

        f. Establishment of responsibility for the
preparation and submission of invention disclosures,
invention reports, domestic and foreign filing notifica-
tions, and subcontract award notifications.

Please furnish the name, title, address, and telephone
number of the individual in your organization who will
have direct responsibility for complying with the
requirements of the patent rights clause under this
contract.

It will be the responsibility of the contractor to obtain
reports and submissions from the subcontractor and to
furnish same to the ACO, except as to affirmative reports
which the subcontractor specifically desires to submit
direct to the Contracting Officer.
```
*********************************************************************
```

                    FIGURE 2.10.3-233b

```
**********************************************************************
             ORIGINATING OFFICE      PAGE 3              date
             COMPANY NAME

        If you should require further assistance, please call
           ----CA NAME-----at area code (nnn) nnn-nnnn.

                                    Sincerely,



                            ACO NAME
                            Administrative Contracting Officer

          cc:
          Copy To - If Applicable

**********************************************************************
                        FIGURE 2.10.3-233c
```

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 783   Col: 783
Line: 783 Insert

   k. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-234. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-234.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
                        FIGURE 2.10.3-234
```

   l. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-230 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-235 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-235
```

   m. Depress Y to select another Patent Rights Letter. Depress N to
return to the LETTERS MENU.

2.10.3.3.3.1.3 3.....FRWD/FINAL PATENT CLEARANCE

   a. When this option is selected you will be requested to specify the
contract number awarded to the letter recipient.

```
************************************************************************
                 ENTER CONTRACT NUMBER OR "?": _____
************************************************************************
                          FIGURE 2.10.3-236
```

  b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see subparagraph 2.10.3.3.3.1 and Figure
2.10.3-203.

  c. After a valid contract number has been entered directly, or
selected from the pick list, the following window will be displayed to
verify that the proper contract number has been selected:

```
************************************************************************
                 COMPANY: COMPANY NAME DISPLAYED HERE
             CONTRACT NO: CONTRACT NUMBER DISPLAYED
                    CAGE: CAGE784
                     ACO: XX
                    NOUN: CAR ABSTRACT NOUN HERE




    IS THIS THE CONTRACTOR TO SEND A FWD PATENT LETTER (Y/N)? _
************************************************************************
                          FIGURE 2.10.3-237
```

  d. If N is entered the following window will be displayed:

```
************************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                          FIGURE 2.10.3-238
```

  e. Enter a Y to enter another contract, or N to return to the Letters
Menu. If Y is entered to the question asked in Figure 2.10.3-237, the
program will continue with the next screen.

```
************************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                          FIGURE 2.10.3-239
```

  f. Enter a 2 digit ID code, or ESC to return to the Patent Letters
Menu. If an invalid code is entered, the following error message will
be displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

  g. Enter a valid code, or ESC to return to the Patent Letters Menu.
After a valid code is entered, the following screen will be displayed:

```
************************************************************************
      ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                SUSPENSE DATE: __/__/__
                  IN REPLY TO: _____
                          TO: _____
                           :  _____
                           :  _____
                           :  _____
                           :  _____
                           :  _____
                           :  _____
                          CC: _____
                          CC: _____
                          CC: _____
                          CC: _____
                          CC: _____


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                        FIGURE 2.10.3-240
```

   h. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue on to the following
screen.

```
************************************************************************
          IS THE LETTER FOR THE COMMANDER (Y/N)? _
************************************************************************
                        FIGURE 2.10.3-241
```

   i. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following window will
be displayed:

```
************************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                        FIGURE 2.10.3-242
```

   j. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
          ENTER FILE NAME TO COPY TO:
                 EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                        FIGURE 2.10.3-243
```

   k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

l. If E is entered for the options shown in Figure 2.10.3-242, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a FWRD/FINAL PATENT CLEARANCE LETTER:

```
**********************************************************************
            ORIGINATING OFFICE                          date

            SUBJECT:  COMPANY NAME
                      Contract No. nnnnnn-nn-n-nnnn
                      Final Patent Report Clearance

            TO:       BUYING COMMAND
                      STREET ADDRESS
                      CITY, STATE ZIPCODE

            1.  A copy of the final patent clearance for the subject
            contract is forwarded for your information and file.

            2.  If there are any questions regarding this matter,
            please contact --ACO NAME----- at autovon nnn-nnnn.

            FOR THE COMMANDER:



            1 Encl                  ACO NAME
                                    Administrative Contracting Officer

            cc:
            Copy To - If Applicable
**********************************************************************
                      FIGURE 2.10.3-244

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 786      Col: 786
Line: 786 Insert
```

   m. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-245. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-245.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
                      FIGURE 2.10.3-245
```

   n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-241 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-246 which is shown below.

```
*************************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*************************************************************************
                        FIGURE 2.10.3-246
```

   o. Depress Y to select another contract, N to return to the Letters
Menu.

2.10.3.3.3.1.4   4.REQUEST FOR FINAL PATENT REPORT

   a. When this option is selected you will be requested to specify the
contract number awarded to the letter recipient.

```
*************************************************************************
         ENTER CONTRACT NUMBER OR "?":  _____
*************************************************************************
                        FIGURE 2.10.3-247
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
*************************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE787
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE




SEND RPT OF INVENTIONS & SUBCONTRACTS TO MILITARY OR CONTRACTOR (C/M)? _
*************************************************************************
                        FIGURE 2.10.3-248
```

   d. If C is entered the following screen will be displayed:

```
*************************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
*************************************************************************
                        FIGURE 2.10.3-249
```

   e. Enter a two digit ID code, or ESC to return to the Patent Letters
Menu. If an invalid code is entered, the following error message will
be displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   f. Enter a valid code, or ESC to return to the Patent Letters Menu.
After a valid code is entered, the following screen will be displayed:

```
************************************************************************
                        IN REPLY TO:
       P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
         ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
       Address to Mr. or  Ms.  (M/F)?:


      ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                      FIGURE 2.10.3-250
```

   g. Enter the information that will be included in the Patent Report
Letter. For data fields that do not require information, depress ENTER.
The M/F (Male or Female) entry is required. The program will go to the
letter print or edit option.

   h. If a military letter was selected the following screen will be
displayed:

```
************************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE:  __
************************************************************************
                      FIGURE 2.10.3-251
```

   i. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   j. Enter a valid code, or ESC to return to the Patent Letters Menu.
After a valid code is entered, the following screen will be displayed:

```
************************************************************************
  ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                   SUSPENSE DATE:  __/__/__
                    IN REPLY TO:  _____
                             TO:  _____
                              :  _____
                              :  _____
                              :  _____
                              :  _____
                              :  _____
                              :  _____
                            cc:  _____
                            cc:  _____
                            cc:  _____
                            cc:  _____
                            cc:  _____


      ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                      FIGURE 2.10.3-252
```

k. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue on to the following
screen:

```
**********************************************************************
            IS THE LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-253

l. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
            ENTER DATE DD FORM 882 WAS FORWARDED: __/__/__
**********************************************************************
```
FIGURE 2.10.3-254

m. Enter the DD Form 882 date in the format mm/dd/yy. After the date
is entered, the following screen will be displayed:

```
**********************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
FIGURE 2.10.3-255

n. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
         ENTER FILE NAME TO COPY TO:
               EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-256

o. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

p. If E is entered for the options shown in Figure 2.10.3-255, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a REQUEST FOR FINAL PATENT REPORT LETTER:

```
*************************************************************************
             ORIGINATING OFFICE                          date


          SUBJECT:    COMPANY NAME
                      Contract No. nnnnnn-nn-n-nnnn
                      Request for Final Patent Report


          TO:         BUYING COMMAND
                      STREET ADDRESS
                      CITY, STATE ZIPCODE


          1.  Forwarded for your appropriate action is DD Form 882,
          Final Report of Inventions and Subcontracts dated
          ------date------.

          2.  Please forward final patent clearance to this office by
          ------date--- to preclude delays in contract closeout.

          3.  If you have any questions, please call me at the
          above number.

          FOR THE COMMANDER:



                      ACO NAME
                      Administrative Contracting Officer

          cc:
          Copy To - If Applicable
*************************************************************************
                     FIGURE 2.10.3-257
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 790   Col: 790
Line: 790 Insert

   q. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-258. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-258.

```
*************************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*************************************************************************
                     FIGURE 2.10.3-258
```

   r. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-254 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-259 which is shown below.

```
*************************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*************************************************************************
                     FIGURE 2.10.3-259
```

s. Depress Y to select another Patent Rights Letter. Depress N to
return to the LETTERS MENU.

2.10.3.3.3.1.5 5........FRWD/FINAL PATENT REPORT

   a. When this option is selected you will be requested to specify the
contract number awarded to the letter recipient.

```
**********************************************************************
        ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
                    FIGURE 2.10.3-260
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see subparagraph 2.10.3.3.3.1 and Figure
2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
              COMPANY:  COMPANY NAME DISPLAYED HERE
          CONTRACT NO:  CONTRACT NUMBER DISPLAYED
                 CAGE:  CAGE791
                  ACO:  XX
                 NOUN:  CAR ABSTRACT NOUN HERE



 IS THIS THE CONTRACTOR TO SEND A FWD PATENT LETTER (Y/N)? _
**********************************************************************
                    FIGURE 2.10.3-261
```

   d. If N is entered the following screen will be displayed:

```
**********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                    FIGURE 2.10.3-262
```

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

   f. If Y is entered for Figure 2.10.3-261 above, the program will
continue with the following screen:

```
**********************************************************************
     ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                      IN REPLY TO:  _____
                              TO:  _____
                               :  _____
                               :  _____
                               :  _____
                               :  _____
                               :  _____
                             CC:  _____
                             CC:  _____
                             CC:  _____
                             CC:  _____
                             CC:  _____


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                      FIGURE 2.10.3-263
```

   g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
     PLEASE ENTER PCO:
               SYMBOL:
            TELEPHONE:
      PROJECT ENGINEER:
               SYMBOL:
            TELEPHONE:
     ENTER DATE ON REPORT OF INVENTIONS AND SUBCONTRACTS: __/__/__
**********************************************************************
                      FIGURE 2.10.3-264
```

   h. The program will request the following:

```
**********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                      FIGURE 2.10.3-265
```

   i. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following selection
window will be displayed:

```
**********************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                      FIGURE 2.10.3-266
```

j. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```

                       FIGURE 2.10.3-267

   k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   l. If E is entered for the options shown in Figure 2.10.3-266, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Forward Final Patent Report Letter:

```
************************************************************************
                ORIGINATING OFFICE                          date

          SUBJECT:  COMPANY NAME
                    Contract No. nnnnnn-nn-n-nnnn
                    Forward Final Patent Report

          TO:       BUYING COMMAND
                    STREET ADDRESS
                    CITY, STATE ZIPCODE

          1.  Forwarded is the DD Form 882, Report of Inventions
          and Subcontracts, dated -----date---, as applicable
          to the subject contract.

          2.  In an attempt to assist you in processing of the
          report, this will advise that the following Procuring
          Contracting Officer and Project Engineer are the last
          known by me to be involved in the subject contract:

               PCO: PCO NAME
               Symbol:  NNN-NNN
               Telephone: (nnn) nnn-nnnnn

               Project Engineer: PE NAME
               Symbol: NNN-NNN
               Telephone: (nnn) nnn-nnnn

          3.  Please issue the Patent Clearance by ------date-------.

          FOR THE COMMANDER:



          1 Encl               ACO NAME
                               Administrative Contracting Officer

          cc:
          Copy To - If Applicable
************************************************************************
                    FIGURE 2.10.3-268


PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 794     Col: 794
Line: 794

  m.  Insert any changes that may be necessary can be made prior to
printing.  PF3 will save the changes and will display the selection
window shown in Figure 2.10.3-269.  CTRL-PF3 will quit without saving
the changes and also continue with the display shown in Figure 2.10.3-
269.

************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR Esc to Exit
************************************************************************
                    FIGURE 2.10.3-269
```

n. A response of P will send the letter to the printer that was specified in configuration maintenance. A response of C will bring up the screen shown above in Figure 2.10.3-265 which allows the user to copy the edited letter to an ASCII file. Either response will be followed by Figure 2.10.3-270 which is shown below.

```
**********************************************************************
              WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-270

o. Depress Y to select another contract number, or N to return to the LETTERS MENU.

2.10.3.3.3.2   B.......................SHOW CAUSE

a. When this option is selected, the following selection screen will be displayed:

```
**********************************************************************
              ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
FIGURE 2.10.3-271

b. Enter a contract number directly or, if the contract number is not known, use the ? option to select from a pick list. For more information on the pick list option see subparagraph 2.10.3.3.3.1 and Figure 2.10.3-203.

c. After a valid contract number is entered directly, or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE795
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE
            ------------------------------------------

  IS THIS THE CONTRACTOR TO SEND A SHOW CAUSE LETTER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-272

d. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-273

e. Depress Y to select another contract, or N to return to the LETTERS MENU.

f. If Y is entered for Figure 2.10.3-272 above, the program will
continue with the following screen:

```
************************************************************************
      ACTIVITY      :
      OFFICE SYMBOL :
      ACTIVITY ADRS :
      CITY/STATE    :
      ZIPCODE  + 4  :
************************************************************************
```
                         FIGURE 2.10.3-274

   g. Enter the Activity, Office Symbol etc. to which the contractor
should send a response. After this data is entered, the following
window will be displayed:

```
************************************************************************
         ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
```
                         FIGURE 2.10.3-275

   h. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   i. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
                        IN REPLY TO:
      P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
       ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
      Address to Mr. or  Ms.  (M/F)?:



   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
```
                         FIGURE 2.10.3-276

   j. Enter the information that will be included in the Show Cause
letter. For data fields that do not require information, depress ENTER.
The M/F (Male or Female) entry is required. After the M/F entry is
made, the following selection window will be displayed:

```
************************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
```
                         FIGURE 2.10.3-277

k. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-278

l. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor.

m. If E is entered for the options shown in Figure 2.10.3-277, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Show Cause Letter:

```
**********************************************************************
          ORIGINATING OFFICE                          date

          SUBJECT:  Show Cause
                    Contract No. nnnnnn-nn-n-nnnn

          Recipient of Letter
          COMPANY NAME
          STREET ADDRESS
          CITY, STATE ZIPCODE

          Dear Mr. (or Ms.) Recipient:

          Since you have failed to perform the subject contract
          within the time required by its terms, the Government is
          considering terminating the contract pursuant to FAR
          52.249-8 in lieu of 'General Provisions'.  Pending a final
          decision in this matter, it will be necessary to determine
          whether your failure to perform arose from causes beyond
          your control and without fault or negligence on your part.

          Accordingly,  you are given the opportunity to present, in
          writing, any facts bearing on the question to the
          Commander, ACTIVITY, ATTN: OFFICE SYM, ACTIVITY ADDRESS,
          CITY, STATE, ZIPCODE, with copy thereof to the undersigned
          for information within ten days after receipt of this
          notice.  Your failure to present any excuses within this
          time may be considered as an admission that none exist.
          Your attention is invited to the respective rights of the
          contractor and the Government and the liabilities that may
          be invoked if a decision is made to terminate for default.

          Any assistance rendered to you on this contract or any
          acceptance by the Government of delinquent goods or
          services will be solely for the purpose of mitigating
          damages, and it is not the intention of the Government to
          condone any delinquency or to waive any rights the
          Government has under the contract.

                              Sincerely,


                              ACO NAME
                              Administrative Contracting Officer

          cc:
          Copy To - If Applicable
**********************************************************************
                        FIGURE 2.10.3-279

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 798     Col: 798
Line: 798 Insert
```

n. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-280. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-280.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
```
                        FIGURE 2.10.3-280

   o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-276 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-281 which is shown below.

```
**********************************************************************
              WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-281

   p. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.3   C............CONSENT TO SUBCONTRACT

   a. When this option is selected, the following window will be
displayed:

```
**********************************************************************
             ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                        FIGURE 2.10.3-282

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see subparagraph 2.10.3.3.3.1 and Figure
2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE799
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE

       IS THIS THE CONTRACTOR TO SEND A CONSENT LETTER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-283

   d. If N is entered the following screen will be displayed:

```
**********************************************************************
             WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-284

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

f. If Y is entered for Figure 2.10.3-283 above, the program will
continue with the following screen:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                          FIGURE 2.10.3-285

g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                         IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                           LASTNAME:
          ENTER CONTRACTOR'S JOB TITLE:
                                 cc:
                                 cc:
                                 cc:
                                 cc:
                                 cc:
       Address to Mr. or  Ms.  (M/F)?:


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                          FIGURE 2.10.3-286

i. Enter the information that will be included in the Consent letter.
For data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
**********************************************************************
            ENTER THE SUBCONTRACT NUMBER: _____
**********************************************************************
```
                          FIGURE 2.10.3-287

j. Enter the subcontract number for which consent has been requested.
After this entry is made, the following window will be displayed:

```
**********************************************************************
          ENTER THE DATE OF THE CONTRACTOR'S LETTER: __/__/__
**********************************************************************
```
                          FIGURE 2.10.3-288

k. Enter the date of the contractor's letter which requested consent.
After this entry is made, the following window will be displayed:

```
**********************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                        FIGURE 2.10.3-289
```

   l. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
               EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                        FIGURE 2.10.3-290
```

   m. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   n. If E is entered for the options shown in Figure 2.10.3-289, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Consent to Subcontract Letter:

```
********************************************************************
               ORIGINATING OFFICE                      date

          SUBJECT:  Consent To Subcontract
                    Contract No. nnnnnn-nn-n-nnnn

          Recipient of Letter
          COMPANY NAME
          STREET ADDRESS
          CITY, STATE ZIPCODE

          Dear Mr. (or Ms.) Recipient:

          Reference is made to your letter dated ------date------
          where you requested my consent to your proposed Subcontract
          No. ----subcontract no.-----.

          Please be advised that consent is hereby given to the
          placement of this subcontract, subject to the clause
          contained in the prime contract and conditioned upon the
          information furnished by the contractor in support thereof.
          This consent shall in no way relieve the prime contractor
          of any obligations or responsibilities it may otherwise
          have under the contract or under law, shall neither create
          any obligations of the Government to, nor privity of the
          with, subcontractor or vendor, and shall be without
          prejudice to any right or claim of the Government under
          the prime contract .  This consent will not constitute a
          determination as to the acceptability of the subcontract
          price or the allowability of cost.

          Further, this consent will not constitute a waiver of the
          prime contract provision relating to limitation of cost.

          Any questions relative to the above may be referred to
          ---CA NAME--- at area code (nnn) nnn-nnnn.

                              Sincerely,


                              ACO NAME
                              Administrative Contracting Officer

          cc:
          Copy To - If Applicable
********************************************************************
                    FIGURE 2.10.3-291

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 802     Col: 802
Line: 802 Insert
```

   o. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-292. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-292.

```
***********************************************************************
           ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
***********************************************************************
```
                          FIGURE 2.10.3-292

   p.   A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-288 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-293 which is shown below.

```
***********************************************************************
              WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
```
                          FIGURE 2.10.3-293

   q.   Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.4 D........FIRST ARTICLE / POST AWARD

   a.   When this option is selected, the following selection screen will
be displayed:

```
***********************************************************************
           ENTER CONTRACT NUMBER OR "?": _____
***********************************************************************
```
                          FIGURE 2.10.3-294

   b.   Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see paragraph 2.10.3.3.3.1 and Figure
2.10.3-203.

   c.   After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
***********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
              CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE803
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


 IS THIS THE CONTRACTOR TO SEND A 1ST ARTICLE LETTER TO (Y/N)? _
***********************************************************************
```
                          FIGURE 2.10.3-295

   d.   If N is entered the following screen will be displayed:

```
***********************************************************************
           WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
```
                          FIGURE 2.10.3-296

e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

f. If Y is entered for Figure 2.10.3-295 above, the program will
continue with the following screen:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                        FIGURE 2.10.3-297

g. Enter a 2 digit ID code, or ESC to return to the Letters Menu. If
an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                        IN REPLY TO:
      P.O.C. AT CTNRCTR - FIRSTNAME:
                           LASTNAME:
        ENTER CONTRACTOR'S JOB TITLE:
                                 cc:
                                 cc:
                                 cc:
                                 cc:
        Address to Mr. or  Ms.  (M/F)?:


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                        FIGURE 2.10.3-298

i. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
**********************************************************************
            ENTER THE CONTRACT CLAUSE NUMBER: _____
**********************************************************************
```
                        FIGURE 2.10.3-299

j. Enter the contract clause number to refer to in the letter. After
this entry is made, the following selection window will be displayed:

```
**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
                        FIGURE 2.10.3-300

k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                         FIGURE 2.10.3-301

l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

m. If E is entered for the options shown in Figure 2.10.3-300, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a First Article/Post Award Letter:

```
************************************************************************
                    ORIGINATING OFFICE                      date

            SUBJECT:  First Article / Post Award
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            Your attention is directed to Clause Number K nn
            of your contract entitled First Article Approval
            Contractor Testing.  In this instance I will not be
            conducting a formal Post-Award Orientation Conference
            - this letter will suffice in lieu thereof.

            Notwithstanding, our local internal requirements specify
            that a program be maintained to monitor First Article
            administration.  Therefore, you may be contacted in the
            future by our Production Division personnel relative to
            the First Article requirements of your contract.

            Nothing contained in this letter will be construed as
            amending the terms and conditions of this contract.

            If you have any questions regarding this matter, please
            contact me at your leisure on area code (nnn) nnn-nnnn.


                            Sincerely,




                            ACO NAME
                            Administrative Contracting Officer

            cc:
            Copy To - If Applicable

************************************************************************
                       FIGURE 2.10.3-302

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 806     Col: 806
Line: 806 Insert

   n.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-303.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-303.

************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR Esc to Exit
************************************************************************
                       FIGURE 2.10.3-303
```

o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-299 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-304 which is shown below.

```
**********************************************************************
         WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-304

p. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.5 E...COST/FUNDS LIMITATIONS OF FUNDS

a. Use this option to send a Limitation of Cost or Limitation of
Funds letter to a procurement officer.

b. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
         ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                        FIGURE 2.10.3-305

c. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see paragraph 2.10.3.3.3.1 and Figure
2.10.3-203.

d. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
              COMPANY: COMPANY NAME DISPLAYED HERE
          CONTRACT NO: CONTRACT NUMBER DISPLAYED
                 CAGE: CAGE807
                  ACO: XX
                 NOUN: CAR ABSTRACT NOUN HERE


  IS THIS THE CONTRACTOR TO SEND A 1ST ARTICLE LETTER TO (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-306

e. If N is entered the following screen will be displayed:

```
**********************************************************************
         WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-307

f. Depress Y to select another contract, or N to return to the
LETTERS MENU.

g. If Y is entered for Figure 2.10.3-306 above, the program will
continue with the following screen:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                        FIGURE 2.10.3-308

  h. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

  i. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
 ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                      IN REPLY TO: _____
                              TO: _____
                               : _____
                               : _____
                               : _____
                               : _____
                               : _____
                               : _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                        FIGURE 2.10.3-309

  j. Enter additional data in field where required. depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-310

  k. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
          ENTER THE ENDING DATE OF THE PERIOD: __/__/__
**********************************************************************
```
                        FIGURE 2.10.3-311

l. Enter the date in dd\mm\yy format. After the ending date is
entered, the following window will be displayed:

```
**********************************************************************
                IS THIS FOR COST OR FUND (C/F)? _
**********************************************************************
```
                         FIGURE 2.10.3-312

m. Enter the type of letter to send. Enter C for Limitation of Cost,
F for Limitation of Funds. After this selection is made, the following
will be displayed:

```
**********************************************************************
         ENTER THE FAR REFERENCE NUMBER: _____
**********************************************************************
```
                         FIGURE 2.10.3-313

n. Enter the FAR Reference number that pertains to the selection made
above for type of letter (Cost or Fund).

```
**********************************************************************
       DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
                         FIGURE 2.10.3-314

o. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
       ENTER FILE NAME TO COPY TO:
             EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                         FIGURE 2.10.3-315

p. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

q. If E is entered for the options shown in Figure 2.10.3-314, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Limitation of Costs letter which is the letter that will be
edited/printed if C was selected in Figure 2.10.3-312 above. If F was
selected, the Limitation of Funds Letter shown in Figure 2.10.3-319 will
be edited/printed.

```
*********************************************************************
          LIMITATION OF COSTS LETTER:

          ORIGINATING OFFICE                           date

          SUBJECT:  COMPANY NAME
                    Contract No. nnnnnn-nn-n-nnnn
                    Limitations Of Funds Cost

          TO:       BUYING COMMAND
                    STREET ADDRESS
                    CITY, STATE ZIPCODE

          1.   Forwarded is an advance copy of the contractor's
          funds notice received in connection with the requirements
          of the contract clause, Limitation of Cost
          (Clause FAR 52.7-52.1000).

          2.   After appropriate evaluation, a formal copy of the
          notice along with my comments, will be provided to your
          office within 14 days.

          3.   Any questions or comments regarding this matter may be
          directed to ---CA NAME--- at Autovon nnn-nnnn.

          FOR THE COMMANDER:




                    Encl                    ACO NAME
                                 Administrative Contracting Officer

          cc:
          Copy To - If Applicable
*********************************************************************
                    FIGURE 2.10.3-316


PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 810     Col: 810
Line: 810 Insert

  r.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-317.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-317.


*********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*********************************************************************
                    FIGURE 2.10.3-317
```

s. A response of P will send the letter to the printer that was specified in configuration maintenance. A response of C will bring up the screen shown above in Figure 2.10.3-313 which allows the user to copy the edited letter to an ASCII file. Either response will be followed by Figure 2.10.3-318 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-318

t. Depress Y to select another contract, N to return to the LETTERS MENU.

```
**********************************************************************
      LIMITATIONS OF FUNDS LETTER:


          ORIGINATING OFFICE                        date


          SUBJECT:   COMPANY NAME
                     Contract No. nnnnnn-nn-n-nnnn
                     Limitations Of Funds


          TO:        BUYING COMMAND
                     STREET ADDRESS
                     CITY, STATE ZIPCODE

          1.   Forwarded is an advance copy of the contractor's
          funds notice received in connection with the requirements
          of the contract clause, Limitation of Funds
          (Clause FAR 52.7-52-FUNDS).

          2.   After appropriate evaluation, a formal copy of the
          notice along with my comments, will be provided to your
          office within 14 days.

          3.   Any questions or comments regarding this matter may be
          directed to ---CA NAME--- at Autovon nnn-nnnn.




          Encl                     ACO NAME
                            Administrative Contracting Officer




          cc:
          Copy To - If Applicable
**********************************************************************
```
                        FIGURE 2.10.3-319

   u. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-320. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-320.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR Esc to Exit
**********************************************************************
```
                     FIGURE 2.10.3-320

   v. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-315 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-321 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                     FIGURE 2.10.3-321

   w. Depress Y to select another contract, N to return to the LETTERS
MENU.

2.10.3.3.3.6 F....MODIFICATION FORWARDING LETTER

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                     FIGURE 2.10.3-322

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
             COMPANY: COMPANY NAME DISPLAYED HERE
         CONTRACT NO: CONTRACT NUMBER DISPLAYED
                CAGE: 812
                 ACO: XX
                NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND A MOD LETTER TO (Y/N)? _
**********************************************************************
```
                     FIGURE 2.10.3-323

c. If N is entered the following screen will be displayed:

```
**********************************************************************
               WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-324

   d. Depress Y to select another contract, or N to return to the
LETTERS MENU.

   e. If Y is entered for Figure 2.10.3-323 above, the program will
continue with the following screen:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                          FIGURE 2.10.3-325

   f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                        IN REPLY TO:
      P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
       ENTER CONTRACTOR'S JOB TITLE:
                              cc:
                              cc:
                              cc:
                              cc:
       Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                          FIGURE 2.10.3-326

   h. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
**********************************************************************
               ENTER THE MODIFICATION NUMBER: _____
**********************************************************************
```
                          FIGURE 2.10.3-327

   i. Enter the Modification number to which this letter is referring.
After this entry is made, the following window will be displayed:

```
************************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                          FIGURE 2.10.3-328
```

   j. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
        ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                          FIGURE 2.10.3-329
```

   k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   l. If E is entered for the options shown in Figure 2.10.3-328, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Modification.

```
*************************************************************************
            Letter: ORIGINATING OFFICE                        date

            SUBJECT:  Modification Forwarding Letter
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            The original and a duplicate copy of Modification nnnnnn
            to subject contract are enclosed.

            Carefully review this document and, if you find it
            acceptable, have an official duly authorized to legally
            bind your firm, complete blocks 15A, 15B and 15C and return
            the original to me for my signature.  Retain the duplicate
            copy for your information.  Do not make an entry on the
            line following the 'Mailing Date'.  I will make that entry
            after I have signed the document.  You will receive a
            reproduced copy marked 'DUPLICATE ORIGINAL' as your copy of
            the fully executed document.

            In the event that you are not in full agreement with the
            enclosed document, please contact me.  Do not alter the
            document in any way.

            If there are any other questions relative to this matter,
            please contact ---CA NAME--- at area code (nnn) nnn-nnnn.


                            Sincerely,



            1 Encl (2 cys)          ACO NAME
                                    Administrative Contracting Officer


            cc:
            Copy To - If Applicable
*************************************************************************
                        FIGURE 2.10.3-330


PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 815     Col: 815
Line: 815 Insert

   m.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-331.  CTRL-F3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-331.

*************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*************************************************************************
                        FIGURE 2.10.3-331
```

n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-327 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-332 which is shown below.

```
**********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-332

   o. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.7 G.......PRODUCTION PROG RPT FWD LTR

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
              ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                        FIGURE 2.10.3-333

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
                 COMPANY: COMPANY NAME DISPLAYED HERE
             CONTRACT NO: CONTRACT NUMBER DISPLAYED
                    CAGE: CAGE816
                     ACO: XX
                    NOUN: CAR ABSTRACT NOUN HERE




   IS THIS THE CONTRACTOR TO SEND A PROD PROG LETTER TO (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-334

   d. If N is entered the following screen will be displayed:

```
**********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-335

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

   f. If Y is entered for Figure 2.10.3-334 above, the program will
continue with the following screen:

```
*********************************************************************
          Enter Address Data
                TO:
               c/o:
        CITY/STATE:
        ZIPCODE +4:
*********************************************************************
                    FIGURE 2.10.3-336
```

   g. Enter the address data for use in this letter. After this data is
entered, the following screen will be displayed:

```
*********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
*********************************************************************
                    FIGURE 2.10.3-337
```

   h. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   i. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
*********************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                 SUSPENSE DATE: __/__/__
                 IN REPLY TO: _____
                         TO: _____
                          : _____
                          : _____
                          : _____
                         cc: _____
                         cc: _____
                         cc: _____


         ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*********************************************************************
                    FIGURE 2.10.3-338
```

   j. Enter additional data in field where required. depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
*********************************************************************
        IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
*********************************************************************
                    FIGURE 2.10.3-339
```

k. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
          ENTER THE DATE OF THE PRODUCTION PROG REPORT: __/__/__
**********************************************************************
```
                         FIGURE 2.10.3-340

l. Enter the date on the Production Progress Report which is being
forwarded in dd\mm\yy format. After the date is entered, the following
window will be displayed:

```
**********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
                         FIGURE 2.10.3-341

m. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                         FIGURE 2.10.3-342

n. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

o. If E is entered for the options shown in Figure 2.10.3-341, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Production Progress Report Letter:

```
*********************************************************************
                    ORIGINATING OFFICE                    date


        SUBJECT: DD375, Production Progress Report dated ----date-----
                 Contract Number, nnnnnn-nn-n-nnnn, COMPANY NAME

          TO:    BUYING COMMAND
                 STREET ADDRESS
                 CITY, STATE ZIPCODE

          1.   Subject DD Form 375, Production Progress Report, is
          submitted your review.

          2.   Recommended schedule be accepted as submitted on
          enclosure(s).

          3.   Please complete the following endorsement and return
          by                .



          1 Encl                    ACO NAME
                                    Administrative Contracting Officer

            Copy To - If Applicable


*********************************************************************
                       FIGURE 2.10.3-343
```

p. Below is an example of the form which is sent with the letter:

```
**********************************************************************
                                            DATE:---date----
            FROM:   BUYING COMMAND

            TO:     ACO
                    STREET ADDRESS
                    CITY, STATE ZIPCODE

            ------  PCO concurs with your recommendation(s).

            ------  Contract being modified to extend delivery schedule.

            ------  PCO concurs with your recommendation(s) and authorizes
            your activity to extend delivery schedule for adequate
            consideration.

            ------  Request your office obtain adequate monetary
            consideration for extension of delivery schedule and submit to
            the undersigned with your recommendation.

            ------  Your recommendation(s) are not concurred in for
            the following reason.

            ------  Other.

                                    CONTRACTING OFFICER NAME
                                    Contracting Officer

            cc:
            Copy To - If Applicable
**********************************************************************
                    FIGURE 2.10.3-344
```

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 820   Col: 820
Line: 820 Insert

   q. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-345. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-345.

```
**********************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
                    FIGURE 2.10.3-345
```

   r. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-340 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-346 which is shown below.

```
**********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                     FIGURE 2.10.3-346
```

   s. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.8 H..............INTRODUCTION LETTER

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
        ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
                     FIGURE 2.10.3-347
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE821
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND AN INTRO LETTER TO (Y/N)? _
**********************************************************************
                     FIGURE 2.10.3-348
```

   d. If N is entered the following screen will be displayed:

```
**********************************************************************
             WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                     FIGURE 2.10.3-349
```

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-348 above, the program
will continue with the following screen:

```
**********************************************************************
         ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                     FIGURE 2.10.3-350
```

f. Enter a 2 digit ID code, or ESC to return to the Letters Menu. If
an invalid code is entered, the following error message will be
displayed:

        NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                         IN REPLY TO:
     P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
     ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
      Address to Mr. or  Ms.  (M/F)?:


  ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                       FIGURE 2.10.3-351
```

   h. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
**********************************************************************
   IS THIS LETTER FOR DCMD, DCMAO, DPRO, OR OTHER (D/M/P/O): _
**********************************************************************
                       FIGURE 2.10.3-352
```

   i. Enter the type of organization this letter is for: D for DCMD, M
for DCMAO, P for DPRO, or O for other. If O is selected, the system
will prompt the user for the type of organization with Figure 2.10.3-353
below. If D, M, or P is chosen, the system will continue by displaying
Figure 2.10.3-354.

```
**********************************************************************
   ENTER THE TYPE OF ORGANIZATION THIS LETTER IS FOR _____
**********************************************************************
                       FIGURE 2.10.3-353
```

   j. After the type of organization is entered, the following will be
displayed:

```
**********************************************************************
     DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                       FIGURE 2.10.3-354
```

k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                        FIGURE 2.10.3-355

l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

m. If E is entered for the options shown in Figure 2.10.3-354, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The letter generated will
contain minor modifications to accommodate DCMD, DCMAO or DPRO, or user
entered recipients. The following is an example of an Introduction
Letter:

```
***********************************************************************
            ORIGINATING OFFICE                          Date


            SUBJECT:  Letter of Introduction


            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            This will serve to introduce ----Name------ who is working
            with me in administering your Government contracts
            assigned to DCMC--- for administration.

            ----Name------- will be contacting you from time to time
            on my behalf, in regard to the administration of the above
            mentioned contacts.  As you know, however, the Contracting
            Officer is the only person authorized to bind the
            Government.  Commitments made will be in writing and will
            be signed by me.  During periods of my temporary absence,
            another duly authorized contracting officer will sign such
            commitments and assist in discharge of my duties as may be
            necessary.

            Please do not hesitate to communicate with -------Name----
            or me at any time you have a question or problems with
            respect to your contracts.  Our telephone numbers are area
            code (nnn) nnn-nnnn.

                                    Sincerely,



            1 Encl                          ACO NAME
Administrative Contracting Officer

            cc:
            Copy To - If Applicable

***********************************************************************
                      FIGURE 2.10.3-356

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 824      Col: 824
Line: 824 Insert

  n.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-357.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-357.

***********************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
***********************************************************************
                      FIGURE 2.10.3-357
```

o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-353 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-358 which is shown below.

```
*********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*********************************************************************
```
                        FIGURE 2.10.3-358

  p. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.9 I............REQ PROD/ FEE APPROVAL

  a. When this option is selected, the following selection screen will
be displayed:

```
*********************************************************************
            ENTER CONTRACT NUMBER OR "?": _____
*********************************************************************
```
                        FIGURE 2.10.3-359

  b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

  c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
*********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE825
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


    IS THIS THE CONTRACTOR TO SEND AN INTRO LETTER TO (Y/N)? _
*********************************************************************
```
                        FIGURE 2.10.3-360

  d. If N is entered the following screen will be displayed:

```
*********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*********************************************************************
```
                        FIGURE 2.10.3-361

  e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

  f. If Y is entered for Figure 2.10.3-360 above, the program will
continue with the following screen:

```
************************************************************************
           ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                         FIGURE 2.10.3-362
```

   g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
    ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                   SUSPENSE DATE: __/__/__
                   IN REPLY TO: _____
                           TO: _____
                            : _____
                            : _____
                            : _____
                            : _____
                            : _____
                            : _____
                          cc: _____
                          cc: _____
                          cc: _____
                          cc: _____
                          cc: _____



        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                         FIGURE 2.10.3-363
```

   i. Enter additional data in field where required. Depress down arrow
key or ENTER to bypass an individual entry. Use PgDn to access any
information shown without change and continue to the next screen to
supply additional information required for this letter.

```
************************************************************************
         IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
************************************************************************
                         FIGURE 2.10.3-364
```

   j. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
************************************************************************
            ENTER THE REQUESTED FIXED FEE: _____
************************************************************************
                         FIGURE 2.10.3-365
```

k. Enter the dollar amount for the fixed fee requested by the contractor. After this amount is entered, the following selection window will be displayed:

```
**********************************************************************
              ENTER THE CUMULATIVE FIXED FEE: _____
**********************************************************************
```
FIGURE 2.10.3-366

l. Enter the dollar amount of the cumulative total of fixed fees paid to the contractor. After this amount is entered, the following will be displayed:

```
**********************************************************************
              ENTER THE PERCENTAGE COMPLETE: _____
**********************************************************************
```
FIGURE 2.10.3-367

m. Enter the completion percentage of the payments. After this amount is entered, the following will be displayed:

```
**********************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
FIGURE 2.10.3-368

n. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-369

o. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor.

p. If E is entered for the options shown in Figure 2.10.3-368, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Request Verification of Percentage of Physical Completion Letter:

```
************************************************************************
            ORIGINATING OFFICE                            date

            SUBJECT:  COMPANY NAME
                      Contract No. nnnnnn-nn-n-nnnn
                      Request Verification of Percentage of
                      Physical Completion

            TO:       BUYING COMMAND
                      STREET ADDRESS
                      CITY, STATE ZIPCODE


            1.  We have received a request from the contractor for
            approval to bill for the fixed fee in the amount of $0.00.
            Approval of this amount would bring the cumulative fixed
            fee paid to $0.00 or approximately 0.00% of the total.

            2.  Is the percentage of work completed commensurate with
            the cumulative percentage of fee?

            3.  Please reply by -----date-------, since we will not
            authorize payment of the fee until we receive your
            verification.




                      ACO NAME
                      Administrative Contracting Officer

            cc:
            Copy To - If Applicable

************************************************************************
                      FIGURE 2.10.3-370
```

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 828   Col: 828
Line: 828 Insert

   q. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-371. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-371.

```
************************************************************************
         ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                      FIGURE 2.10.3-371
```

   r. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-367 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-372 which is shown below.

```
************************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                         FIGURE 2.10.3-372
```

   s. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.10 J......CONTRACT FUNDS STATUS REPORT

   a. When this option is selected, the following selection screen will
be displayed:

```
************************************************************************
              ENTER CONTRACT NUMBER OR "?": _____
************************************************************************
                         FIGURE 2.10.3-373
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
************************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE829
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE




   IS THIS THE CONTRACTOR TO SEND A STATUS LETTER TO (Y/N)? _
************************************************************************
                         FIGURE 2.10.3-374
```

   d. If N is entered the following screen will be displayed:

```
************************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                         FIGURE 2.10.3-375
```

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-374 above, the program
will continue with the following screen:

```
************************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                         FIGURE 2.10.3-376
```

f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
  ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                    IN REPLY TO:  _____
                             TO:  _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                        FIGURE 2.10.3-377

h. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-378

i. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
          ENTER THE ENDING DATE OF THE PERIOD: __/__/__
**********************************************************************
```
                        FIGURE 2.10.3-379

j. Enter the date in dd\mm\yy format. After the ending date is
entered, the following window will be displayed:

```
**********************************************************************
         ENTER THE DATE OF THE DLA FORM 1069: __/__/__
**********************************************************************
                       FIGURE 2.10.3-380
```

k. Enter the date that the DLA Form 1069 was prepared in mm/dd/yy
format. After this date is entered, the following selection screen will
be displayed:

```
**********************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                       FIGURE 2.10.3-381
```

l. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
       ENTER FILE NAME TO COPY TO:
             EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                       FIGURE 2.10.3-382
```

m. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

n. If E is entered for the options shown in Figure 2.10.3-381, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Contract Funds Status Report Letter:

```
************************************************************************
                    ORIGINATING OFFICE                        date


            SUBJECT:  COMPANY NAME
                      Contract No. nnnnnn-nn-n-nnnn
                      Contract Funds Status Report


            TO:       BUYING COMMAND
                      STREET ADDRESS
                      CITY, STATE ZIPCODE


            1.  Pursuant to the requirement set forth in the subject
            contract enclosed is the contractor's DD Form 1586,
            Contract Funds Status Report, for the period ending
            ------date------.

            2.  The contractor's DD Form 1586 appears to be
            satisfactory.

            3.  The results of my review of the funds status of this
            contract are set forth in the attached DLA Form 1069 dated
            -------date-----.




            2 Encl                    ACO NAME
                                      Administrative Contracting Officer

            cc:
            Copy To - If Applicable

************************************************************************
                    FIGURE 2.10.3-383

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 832     Col: 832
Line: 832 Insert

   o.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-384.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-384.

************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR Esc to Exit
************************************************************************
                    FIGURE 2.10.3-384
```

p. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-380 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-385 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-385

q. Depress Y to select another contract, N to return to the LETTERS
MENU.

2.10.3.3.3.11 K..PURSUANT TO LIMITATIONS OF FUNDS

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
        ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                         FIGURE 2.10.3-386

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more informa-
tion on the pick list option see subparagraph 2.10.3.3.3.1 and Figure
2.10.3-203. After a valid contract number is entered directly, or
chosen from the pick list, the following window will be displayed:

```
**********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE833
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE



  IS THIS THE CONTRACTOR TO SEND A FUNDS LETTER TO (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-387

c. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-388

d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-387 above, the program
will continue with the following screen:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                      FIGURE 2.10.3-389
```

   e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
    ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                     IN REPLY TO: _____
                             TO: _____
                              : _____
                              : _____
                              : _____
                              : _____
                              : _____
                              : _____
                            cc: _____
                            cc: _____
                            cc: _____
                            cc: _____
                            cc: _____


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                      FIGURE 2.10.3-390
```

   g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                      FIGURE 2.10.3-391
```

   h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
     DATE WHEN CONTRACTOR FURNISHED NOTIFICATION: __/__/___
**********************************************************************
                      FIGURE 2.10.3-392
```

i. Enter the date when the contractor furnished notification of the level of expenditures expected in mm/dd/yy format. After this date is entered, the following selection screen will be displayed:

```
************************************************************************
      RESULTS WERE ATTACHED TO DLA FORM 1069 ON: __/__/__
************************************************************************
```
                            FIGURE 2.10.3-393

j. Enter the date when the results of the review of funds status was attached to DLA Form 1069. After this date is entered in mm/yy/dd format, the following selection screen will be displayed:

```
************************************************************************
  WHAT PERCENTAGE OF TOTAL COST WILL EXPENDITURES EQUAL: _____
************************************************************************
```
                            FIGURE 2.10.3-394

k. Enter the percentage of total expenditures that the contractor expects to attain in the next 60 days. After this percentage is entered, the following will be displayed:

```
************************************************************************
         DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
```
                            FIGURE 2.10.3-395

l. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
************************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
```
                            FIGURE 2.10.3-396

m. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor.

n. If E is entered for the options shown in Figure 2.10.3-395, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Pursuant to Limitations of Funds Letter:

```
*************************************************************************
          ORIGINATING OFFICE                              date


          SUBJECT:  COMPANY NAME
                    Contract No. nnnnnn-nn-n-nnnn
                    Limitation Of Funds

          TO:       BUYING COMMAND
                    STREET ADDRESS
                    CITY, STATE  ZIPCODE



          1.  Pursuant to the 'Limitation of Funds' clause of the
          subject contract, the contractor furnished notification
          by letter dated ------date------, copy attached, and
          advised that he expects to attain within the next 60
          days a level of expenditures equal to 00.00% of the
          total estimated costs set forth in the subject contract.
          The contractor further advised that he did not expect
          the costs to be substantially less or greater than the
          estimated costs in the schedule.

          2.  The results of a review of the funds status of this
          contract are set forth in the attached DLA Form 1069
          dated ------date------.

                              Sincerely,



          1 Encl                    ACO NAME
                                    Administrative Contracting Officer



          cc:
          Copy To - If Applicable

*************************************************************************
                         FIGURE 3-397

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 836     Col: 836
Line: 836 Insert

  o.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-398.  CTRL-F3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-398.

*************************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*************************************************************************
                       FIGURE 2.10.3-398
```

p. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-394 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-399 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                       FIGURE 2.10.3-399
```

q. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.12 L.....FWD FINAL VOUCHER FOR PAYMENT

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                       FIGURE 2.10.3-400
```

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE837
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


  IS THIS THE CONTRACTOR TO SEND A VOUCHER LETTER TO (Y/N)? _
**********************************************************************
                       FIGURE 2.10.3-401
```

c. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                       FIGURE 2.10.3-402
```

d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-401 above, the program
will continue with the following screen:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                       FIGURE 2.10.3-403
```

e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                    IN REPLY TO:  _____
                             TO:  _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                              :   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____
                            cc:   _____


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                        FIGURE 2.10.3-404
```

g. Enter additional data in field where required. depress the down
arrow key or ENTER to bypass an individual entry. Use PgDn to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
************************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
************************************************************************
                        FIGURE 3-2.10.405
```

h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
************************************************************************
          ENTER THE VOUCHER NUMBER: _____
************************************************************************
                        FIGURE 3-2.10.406
```

i. Enter the final voucher number under the selected contract. After
this number is entered, the following selection screen will be
displayed:

```
**********************************************************************
          ENTER DCAA/REGION PREFIX NUMBER: _____
**********************************************************************
                    FIGURE 2.10.3-407
```

j. Enter the prefix number of the Defense Contract Audit Agency
(DCAA) Region responsible for this contract. After this data is
entered, the following selection screen will be displayed:

```
**********************************************************************
               ENTER AUDIT NUMBER: _____
**********************************************************************
                    FIGURE 2.10.3-408
```

k. Enter the audit number assigned to this contract. After this
number is assigned, the following will be displayed:

```
**********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                    FIGURE 2.10.3-409
```

l. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                    FIGURE 2.10.3-410
```

m. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

n. If E is entered for the options shown in Figure 2.10.3-409, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Forward Final Voucher for Payment Letter:

```
************************************************************************
              ORIGINATING OFFICE                            date


          SUBJECT:  COMPANY NAME
                    Contract No. nnnnnn-nn-n-nnnn
                 Forward Final Voucher For Payment

          TO:       BUYING COMMAND
                    STREET ADDRESS
                    CITY, STATE ZIPCODE


          1.  Final Voucher nnnnnn under subject contract
          is forwarded for your action.  The following are also
          enclosed:

              a.  Audit Report No. nnnnnnnnn-nnnn

              b.  Contractor's Cumulative Claim and Reconciliation;

              c.  Contractor's Release;

              d.  Contractor's Assignment of Refunds, Rebates, and
              Credits.

          2.  Final actions required by the patent rights clause of
          the contract and the clause entitled 'Government Property
          (Cost Reimbursement)' have been completed.

          FOR THE COMMANDER:



          5 Encl                  ACO NAME
                                  Administrative Contracting Officer


          cc:
          Copy To - If Applicable
************************************************************************
                    FIGURE 2.10.3-411

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 840     Col: 840
Line: 840 Insert

  o.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-412.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-412.

************************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                    FIGURE 2.10.3-412
```

p. A response of P will send the letter to the printer that was specified in configuration maintenance. A response of C will bring up the screen shown above in Figure 2.10.3-408 which allows the user to copy the edited letter to an ASCII file. Either response will be followed by Figure 2.10.3-413 which is shown below.

```
**********************************************************************
             WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-413

q. Depress Y to select another contract, or N to return to the LETTERS MENU.

2.10.3.3.3.13 M.............ASSIGNMENT OF CLAIMS

a. When this option is selected, the following selection screen will be displayed:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                         FIGURE 2.10.3-414

b. Enter a contract number directly or, if the contract number is not known, use the ? option to select from a pick list. For more information on the pick list option see subparagraph 2.10.3.3.3.1 and Figure 2.10.3-203. After a valid contract number is entered directly, or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE841
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


 IS THIS THE CONTRACTOR TO SEND AN ASSIGNMENT LETTER TO (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-415

c. If N is entered the following screen will be displayed:

```
**********************************************************************
             WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-416

d. Depress Y to select another contract, or N to return to the LETTERS MENU. If Y is entered for Figure 2.10.3-415 above, the program will continue with the following screen:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                         FIGURE 2.10.3-417

e. Enter a 2 digit ID code, or ESC to return to the Letters Menu. If
an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                      IN REPLY TO: _____
                              TO: _____
                               : _____
                               : _____
                               : _____
                               : _____
                               : _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____


        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                          FIGURE 2.10.3-418
```

   g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
         IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                          FIGURE 2.10.3-419
```

   h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
       DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                          FIGURE 2.10.3-420
```

   i. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                        FIGURE 2.10.3-421
```

   j. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   k. If E is entered for the options shown in Figure 2.10.3-420, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Forward Assignment of Claims Letter:

```
**********************************************************************
                ORIGINATING OFFICE                          date


         SUBJECT:  COMPANY NAME
                   Contract No. nnnnnn-nn-n-nnnn
                   Forward Letter Assignment of Claims

         TO:


         The contractor has made an assignment of claims in
         connection with subject contract.  The undersigned
         has acknowledged receipt of the Notice of Assignment
         and a copy of the instrument of assignment, and has
         made further distribution of the notice as required
         by DLAM 8105.1, paragraph 32.8-3.

         Request that your office take the appropriate action
         to execute this assignment of claims.




         1 Encl                    ACO NAME
                                   Administrative Contracting Officer

         cc:
         Copy To - If Applicable
**********************************************************************
                        FIGURE 2.10.3-422
```

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 843   Col: 843
Line: 843 Insert

   l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-423. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 3-2.10.423.

```
**************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**************************************************************************
```
                        FIGURE 2.10.3-423

   m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-419 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-424 which is shown below.

```
**************************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**************************************************************************
```
                        FIGURE 2.10.3-424

   n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.14 N...NOTICE OF ECONOMIC PRICE ADJMNT

   a. When this option is selected, the following selection screen will
be displayed:

```
**************************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
**************************************************************************
```
                        FIGURE 2.10.3-425

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**************************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE844
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND A PRICE ADJ LETTER TO (Y/N)? _
**************************************************************************
```
                        FIGURE 2.10.3-426

   d. If N is entered the following screen will be displayed:

```
**************************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**************************************************************************
```
                        FIGURE 2.10.3-427

e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-426 above, the program
will continue with the following screen:

****
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
****
                       FIGURE 2.10.3-428

    f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

    g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

****
                       IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
          ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
        Address to Mr. or Ms. (M/F)?:

    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
****
                       FIGURE 2.10.3-429

    h. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

****
        ENTER THE CLAUSE NUMBER: _____
****
                       FIGURE 2.10.3-430

    i. Enter the clause number which is to be referenced in the letter.
After this clause is entered, the following will be displayed:

****
        ENTER THE PAGE NO: _____
****
                       FIGURE 2.10.3-431

    j. Enter the page number where details on the clause stated above are
located. After this number is entered, the following will be displayed:

```
**********************************************************************
          ENTER THE PARAGRAPH NUMBER: _____
**********************************************************************
                    FIGURE 2.10.3-432
```

   k. Enter the paragraph number where details on the clause stated
above are located. After this entry, the following will be displayed:

```
**********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                    FIGURE 2.10.3-433
```

   l. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                    FIGURE 2.10.3-434
```

   m. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   n. If E is entered for the options shown in Figure 2.10.3-433, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Notice of Economic Price Adjustment Letter:

```
*********************************************************************
              ORIGINATING OFFICE                        date


              SUBJECT:  Notice of Economic Price Adjustment
                        Contract No. nnnnnn-nn-n-nnnn

              Recipient of Letter
              COMPANY NAME
              STREET ADDRESS
              CITY, STATE ZIPCODE

              Dear Mr. (or Ms.) Recipient:

              Your attention is invited to clause nnnnnnnnnn, 'Economic
              Price Adjustment - Department of Labor Price Index', on
              page nnnn.  This clause provides for upward or downward
              adjustment to the contract price, depending of the
              specified price index.  You should review this carefully,
              especially through paragraph 9999 which provides that your
              entitlement to a price increase shall be waived, unless
              your request, therefore, received within this specified
              time frame.

              If you have any questions please contact ------CA NAME-----
              area code (nnn) nnn-nnnn.

                                  Sincerely,




                              ACO NAME
                              Administrative Contracting Officer

              cc:
              Copy To - If Applicable

*********************************************************************
                      FIGURE 2.10.3-435

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 847     Col: 847
Line: 847 Insert

   o.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-436.  CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-436.

*********************************************************************
         ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*********************************************************************
                      FIGURE 2.10.3-436
```

p. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-432 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-437 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-437
```

q. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.15 O...RQST FOR REVISED DELIVERY SCHED

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
        ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                        FIGURE 2.10.3-438
```

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE848
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


 IS THIS THE CONTRACTOR TO SEND A RVSED DELIV LETTER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-439
```

d. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-440
```

e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-439 above, the program
will continue with the following screen:

```
************************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                        FIGURE 2.10.3-441
```

   f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
                          IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                           LASTNAME:
         ENTER CONTRACTOR'S JOB TITLE:
                                 cc:
                                 cc:
                                 cc:
                                 cc:
         Address to Mr. or  Ms.  (M/F)?:


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                        FIGURE 2.10.3-442
```

   h. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
************************************************************************
    ENTER THE AMOUNT OF THE FINE: _____
************************************************************************
                        FIGURE 2.10.3-443
```

   i. Enter the fine charged for the administrative modification
necessary to revise a delivery schedule. After this amount is entered,
the following will be displayed:

```
************************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                        FIGURE 2.10.3-444
```

   j. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
     ENTER FILE NAME TO COPY TO:
          EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                        FIGURE 2.10.3-445

   k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   l. If E is entered for the options shown in Figure 2.10.3-444, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Request for Revised Delivery Schedule Letter:

```
********************************************************************
           ORIGINATING OFFICE                        date

           SUBJECT:  Request For Revised Delivery Schedule
                     Contract No. nnnnnn-nn-n-nnnn

           Recipient of Letter
           COMPANY NAME
           STREET ADDRESS
           CITY, STATE ZIPCODE

           Dear Mr. (or Ms.) Recipient

           Reference is made to the subject contract which is
           delinquent in delivery.  The buying activity has advised
           that they may be willing to modify this delinquent contract
           to revise the delivery schedule providing adequate
           consideration passes to the Government.

           It is requested that you forward to our office, within 10
           days, the revised delivery schedule you can reasonably be
           expected to meet.  Also, include in your reply the price
           reduction you are prepared to offer the Government for the
           revised delivery schedule.  The formula used as a guideline
           for price reduction for additional performance time is
           generally in the amount of 1/30th of 1% of the contract
           price for each day of extended time plus $0.00
           administrative modification.

           Please consider this on the basis that you agreed to
           furnish the Government supplies of a required quality by a
           specific date.  In return, you would receive a price for
           the supplies which was determined to be fair and reasonable
           at the time of the award.  If the Government does not
           receive both the required quality and delivery, it receives
           less than that for which it contracted.

           If you have any questions regarding this matter, please
           contact ---CA NAME--- at area code (nnn) nnn-nnnn.

                              Sincerely,

                              ACO NAME
                              Administrative Contracting Officer

           cc:
           Copy To - If Applicable
********************************************************************
                    FIGURE 2.10.3-446

PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 851     Col: 851
Line: 851 Insert

  m.  Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-447.  CTRL-F3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-447.
```

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR Esc to Exit
**********************************************************************
```
                        FIGURE 2.10.3-447

   n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-445 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-448 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-448

   o. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.16 P.........LIABILITY TO 3RD PERSONS

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                        FIGURE 2.10.3-449

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
             CONTRACT NO: CONTRACT NUMBER DISPLAYED
                    CAGE: CAGE852
                     ACO: XX
                    NOUN: CAR ABSTRACT NOUN HERE


    IS THIS THE CONTRACTOR TO SEND A LIABILITY LETTER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-450

   c. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-451

d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-450 above, the program
will continue with the following screen:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```

                        FIGURE 2.10.3-452

e. Enter a 2 digit ID code, or ESC to return to the Letters Menu. If
an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                        IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
         ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
        Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```

                        FIGURE 2.10.3-453

g. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required. After the M/F entry is made, the
following selection window will be displayed:

```
**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```

                        FIGURE 2.10.3-454

h. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```

                        FIGURE 2.10.3-455

i. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

j. If E is entered for the options shown in Figure 2.10.3-454, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Liability to Third Persons Letter:

```
********************************************************************
            ORIGINATING OFFICE                          date

            SUBJECT:  Liability To 3rd Persons
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            Your firm has cost reimbursement type (Research and
            Development or Service or Supply) contracts which this
            office is administering.  These contracts contain FAR
            Clause 52.228-7, Insurance - Liability to Third Persons'.

            This clause requires you to have and maintain the following
            types of insurance.

                a.  Workmen's Compensation;

                b.  Employers Liability;

                c.  Comprehensive General Liability (bodily injury);

                d.  Comprehensive Automobile Liability (bodily injury
            and property damage).

            Your attention is invited to the requirement that such
            insurance shall be in such form, in such amounts and for
            such periods of time as the Contracting Officer may from
            time to time require or approve, and with insurers approved
            by the contracting officer.  In order to comply with this
            clause it is requested that you submit copies of the
            appropriate insurance policies to this office.  The
            policies should contain a special endorsement to the effect
            that if the policy is cancelled or materially changed, the
            insurance company will provide the cognizant Administrative
            Contracting Officer 30 days advance notification prior to
            such cancellation or change.  If the Certificates of
            Insurance do not contain this language, provide copies of
            the endorsement.

********************************************************************
                  FIGURE 2.10.3-456a
```

```
************************************************************************
              ORIGINATING OFFICE      PAGE 2              date
              COMPANY NAME

              The requested information is to be submitted to the
              undersigned by ----date-----; if you have any questions,
              please contact the undersigned at area code (nnn) nnn-nnnn.

                             Sincerely,



                             ACO NAME
                             Administrative Contracting Officer

              cc:
              Copy To - If Applicable
************************************************************************
                     FIGURE 2.10.3-456b
```

```
PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 855     Col: 855
Line: 855 Insert
```

   k. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-457. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-457.

```
************************************************************************
           ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                     FIGURE 2.10.3-457
```

   l. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-453 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-458 which is shown below.

```
************************************************************************
           WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                     FIGURE 2.10.3-458
```

   m. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.17 Q.........DUTY FREE ENTRY

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
                       FIGURE 2.10.3-459

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203.

   c. After a valid contract number is entered directly, or chosen from
the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE856
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE




 IS THIS THE CONTRACTOR TO SEND A DUTY FREE FOLLOW-UP (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-460

   d. If N is entered the following screen will be displayed:

```
**********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-461

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-460 above, the program
will continue with the following screen:

```
**********************************************************************
                CONTRACT CLAUSE: _____
            TOTAL DOLLAR VALUE: _____  0.00
                EXPIRATION DATE: __/__/__
        FOREIGN SUPPLIER ADDRESS: _____
                              : _____
                              : _____
                              : _____
        856 OF SUBCNTRS/PRCHSE ORD: _____
            TOTAL $$ VAL SUBCNTRS: _____0.00
          EXPIRATION DTD SUNCNTRS: __/__/__
**********************************************************************
```
                       FIGURE 2.10.3-462

f. Enter the data to be included in the letter. After this data is entered, the following selection screen will be displayed:

```
*********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
*********************************************************************
```

FIGURE 2.10.3-463

g. Enter a two digit ID code, or ESC to return to the Letters Menu. If an invalid code is entered, the following error message will be displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

h. Enter a valid code, or ESC to return to the Letters Menu. After a valid code is entered, the following screen will be displayed:

```
*********************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                 SUSPENSE DATE: __/__/__
                 IN REPLY TO: _____
                          TO: _____
                           : _____
                           : _____
                           : _____
                           : _____
                           : _____
                           : _____
                         cc: _____
                         cc: _____
                         cc: _____
                         cc: _____
                         cc: _____


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*********************************************************************
```

FIGURE 2.10.3-464

i. Enter additional data in field where required. Depress the down arrow key or ENTER to bypass an individual entry. Use PGDN to access any information shown without change and continue to the next screen to supply additional information required for this letter.

```
*********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
*********************************************************************
```

FIGURE 2.10.3-465

j. If Y is selected the line FOR THE COMMANDER will be printed after the body of the letter. If N is selected the line will not be printed on the letter. After this selection is made, the following will be displayed:

```
************************************************************************
           DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
```

FIGURE 2.10.3-466

   k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
        ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
```

FIGURE 2.10.3-467

   l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.

   m. If E is entered for the options shown in Figure 2.10.3-466, the
letter will be displayed on screen within the CED editor. Changes can
then be made a printed or copied to a file. The following is an example
of a Duty Free Entry Follow-up Letter:

```
**********************************************************************
            ORIGINATING OFFICE                          date


     SUBJECT:  COMPANY NAME
               Contract No. nnnnnn-nn-n-nnnn
               Duty Free Entry

     TO:       Commander
               Defense Contract Management
                 Region New York
               ATTN:  Customs Function
               201 Varick Street
               New York, NY  10014-4811


     1.  A contractor notification of the purchase of foreign
     supplies has been received in accordance with CLAUSE 859859
     Verification has been made that foreign supplies are
     required for performance of the contract.

     2.  In accordance with DFARS 25.603(6)(4) of Supplement,
     the following information is provided:

        a.  Prime Contractor Name: COMPANY NAME
                                   STREET ADDRESS
                                   CITY, STATE ZIPCODE


        b.  Prime Contract Number: nnnnnn-nn-n-nnnn/nnn

        c.  Total Dollar Value:    $0.00

        d.  Expiration Date:-----date---

        e.  Foreign Suppliers Name:FOREIGN COMPANY NAME
                                   STREET ADDRESS
                                   CITY, COUNTRY  CODE

        f.  Number of the Subcontracts/Purchase Order for
        Foreign Supplies: nnn.

        g.  Total Dollar Value of the Subcontract for Foreign
        Supplies: $0.00.

        h.  Expiration Date of the Subcontract for Foreign
        Supplies:-------date----.
**********************************************************************
                    FIGURE 2.10.3-468a
```

```
**********************************************************************
            ORIGINATING OFFICE        PAGE 2                date

            i.  CAO Activity Address Number from Appendix N of the
            DOD FAR Supplement: nnnnnn

        3.  Request Duty Free Entry Certificate be issued as
        requested.

                            Sincerely,



        1 Encl                     ACO NAME
          Con ltr dtd *            Administrative Contracting Officer

        cc:
        Copy To - If Applicable
**********************************************************************
                    FIGURE 2.10.3-468b

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 860     Col: 860
Line: 860 Insert
```

  n. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-469. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-469.

```
**********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
                    FIGURE 2.10.3-469
```

  o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-467 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-470 which is shown below.

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                    FIGURE 2.10.3-470
```

  p. Depress Y to select another Patent Rights letter. Depress N to
return to the LETTERHEAD MENU.

2.10.3.3.3.18 R.........INVESTIGATIVE SRVC LETTER

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                        FIGURE 2.10.3-471
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
            COMPANY: COMPANY NAME DISPLAYED HERE
        CONTRACT NO: CONTRACT NUMBER DISPLAYED
               CAGE: CAGE861
                ACO: XX
               NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND AN INVESTIGATIVE LETTER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-472
```

   c. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-473
```

   d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-472 above, the program
will continue with the following screen:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                        FIGURE 2.10.3-474
```

   e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
    ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                    IN REPLY TO:  _____
                            TO:  _____
                             :   _____
                             :   _____
                             :   _____
                             :   _____
                             :   _____
                           cc:   _____
                           cc:   _____
                           cc:   _____
                           cc:   _____
                           cc:   _____


        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                    FIGURE 2.10.3-475
```

   g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
        IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                    FIGURE 2.10.3-476
```

   h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                    FIGURE 2.10.3-477
```

   i. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
              EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                    FIGURE 2.10.3-478
```

   j. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-477, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of an
Investigative Service Letter:

```
********************************************************************
          ORIGINATING OFFICE                          date


          SUBJECT:  COMPANY NAME
                    Contract No. nnnnnn-nn-n-nnnn
                    Defense Investigative Service Letter


          TO:       DEFENSE INVESTIGATIVE SERVICE
                    STREET ADDRESS
                    CITY, STATE ZIPCODE


          1.  Please be advised that contract closeout action has
          commenced for subject contract.

          2.  Request that the Defense Investigative Service take
          appropriate action regarding disposition/retention of any
          classified material accountable under subject contract.




                              ACO NAME
                              Administrative Contracting Officer


          cc:
          Copy To - If Applicable
********************************************************************
                    FIGURE 2.10.3-479
```

```
 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 863    Col: 863
Line: 863 Insert
```

   k. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-480. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-480.

```
********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
********************************************************************
                    FIGURE 2.10.3-480
```

   l. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-478 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-481 which is shown below.

```
********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
********************************************************************
                    FIGURE 2.10.3-481
```

   m. Depress Y to select another contract, N to return to the LETTERS
MENU.

2.10.3.3.3.19 S.......PROPOSED NOVATION AGREEMENT

   a.   When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
        ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                       FIGURE 2.10.3-482

   b.   Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
              COMPANY: COMPANY NAME DISPLAYED HERE
          CONTRACT NO: CONTRACT NUMBER DISPLAYED
                 CAGE: CAGE864
                  ACO: XX
                 NOUN: CAR ABSTRACT NOUN HERE


    IS THIS THE CONTRACTOR TO SEND A NOVATION LETTER (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-483

   c.   If N is entered the following screen will be displayed:

```
**********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-484

   d.   Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-483 above, the program
will continue with the following screen:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                       FIGURE 2.10.3-485

   e.   Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                 SUSPENSE DATE: __/__/__
                    IN REPLY TO: _____
                            TO: _____
                             : _____
                             : _____
                             : _____
                             : _____
                             : _____
                           cc: _____
                           cc: _____
                           cc: _____
                           cc: _____
                           cc: _____


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                        FIGURE 2.10.3-486
```

g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
************************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
************************************************************************
                        FIGURE 2.10.3-487
```

h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
************************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                        FIGURE 2.10.3-488
```

i. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
      ENTER FILE NAME TO COPY TO:
           EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                        FIGURE 2.10.3-489
```

j. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-488, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file.

k. The following is an example of a Proposed Novation Agreement Letter:

```
**********************************************************************
            ORIGINATING OFFICE                        date


            SUBJECT:   COMPANY NAME
                       Contract No. nnnnnn-nn-n-nnnn
                       Notice of Proposed Novation Agreement


            TO:        BUYING COMMAND
                       STREET ADDRESS
                       CITY, STATE ZIPCODE

            1.   References:

               a. Proposed novation agreement with pertinent
               contractor legal documentation, copy enclosed.

               b. List of contracts affected by Agreement, copy
               enclosed.

            2.   It is requested that your activity review the proposed
            novation agreement and related documentation and comment
            accordingly within thirty (30) days after receipt of this
            notice.

            3.   Be advised that the absence of comments within thirty
            (30) days after receipt of this notice will be construed
            as approval of subject novation agreement by your activity.



            2 Encl                      ACO NAME
                                        Administrative Contracting Officer



            cc:
            Copy To - If Applicable

**********************************************************************
                        FIGURE 2.10.3-490

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 866     Col: 866
Line: 866 Insert
```

l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-491. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-491.

```
**********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
```
                          FIGURE 2.10.3-491

m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-489 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-492 which is shown below.

```
**********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-492

n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.20 T...................CIP/CAL LETTERS

To select the desired CIP/CAL letter, use the up and down arrow keys
to highlight your selection and depress ENTER or depress the number of
the desired letter.

```
**********************************************************************
        CIP / CAL LETTERS  YY MM DD
        ----------------------------
    1.......................ACO/ DLQNCY
    2......................CMDR/ DLQNCY
    3.....................CIP/CAL - ACO
    4....................CIP/CAL - CMDR
    5....................BUYING COMMAND
**********************************************************************
```
                          FIGURE 2.10.3-493

2.10.3.3.3.20.1 1......ACO/ DLQNCY

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL:_____
**********************************************************************
```
                          FIGURE 2.10.3-494

b. Enter a contractor's CAGE Code and depress ENTER to display a listing of all contracts awarded to the contractor by the specified buying activity. If the CAGE Code is not known depress ENTER to advance to the contractor's name. Enter the contractor's name directly, or enter the first letter of the name to select from a pick list to display the listing of all contracts awarded to that contractor by the buying activity. For more detail on this option, see subparagraph 2.10.3.1.3 in this manual. For letters purposes, an entry must be made in one of the selection fields. If both fields are entered as blanks, the following error message will be displayed:

    ENTER A CAGE OR CONTRACTOR INITIAL. ENTER AGAIN OR ESC TO EXIT

c. At this point, either make an entry, or ESC to return to the CIP/CAL Letters Menu. After the CAGE Code is entered or the contractor name is entered directly or selected from the pick list, the following selection screen is displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE868
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


        IS THIS THE CONTRACTOR FOR THE CIP LETTER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-495

d. If N is entered the following screen will be displayed:

```
**********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                         FIGURE 2.10.3-496

e. Depress Y to select another contract, or N to return to the LETTERS MENU. If Y is entered for Figure 2.10.3-495 above, the program will continue with the following screen:

```
**********************************************************************
          CAO NAME: _____
          ACO NAME: _____
         ACO PHONE: (___)___-_____
           IS NAME: _____
          IS PHONE: (___)___-_____
           QA NAME: _____
          QA PHONE: (___)___-_____
**********************************************************************
```
                         FIGURE 2.10.3-497

f. Enter the data that is to be used in the letter. After this data
is entered, the following selection screen will be displayed:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                         FIGURE 2.10.3-498

g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                         IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
         ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
        Address to Mr. or  Ms.  (M/F)?:


        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                         FIGURE 2.10.3-499

i. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
                         FIGURE 2.10.3-500

j. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                         FIGURE 2.10.3-501

k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-500, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a CIP
Delinquency Letter from an ACO:

```
**********************************************************************
                    ORIGINATING OFFICE                         date

            SUBJECT:  ACO/Contractor Improvement Program (CIP)

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE


            Dear Mr. (or Ms.) Recipient

            This office has been delegated the administration of
            contracts for the Department of Defense (DoD).  Within
            this delegation is the explicit charge to evaluate the
            performance of the companies executing Government
            contracts.  Where performance is not in consonance with the
            provisions of contracts, and when deficient performance
            patterns become apparent, we select those poor performers
            for placement in our Contractor Improvement Program (CIP).

            This CIP includes those firms which, in our opinion,
            warrant special effort devoted to monitoring their
            performance.

            Additionally, this office will advise procuring activities
            that the best interest of the Government would be served
            if Pre-Award Surveys were conducted prior to the award of
            new or added procurements to those firms in CIP.

            Your firm's performance has been less than satisfactory
            in the area of deliveries.  As a result, we have placed
            your firm in the CIP, to remain there until improvements
            are noted.  Your record reflects unfavorably on your
            reputation.  If it continues, your standing as a
            responsible Government contractor could be in jeopardy.

            Request that you initiate a special effort to identify the
            primary causes of your performance problem and the specific
            actions which will be taken to resolve the problem.  The
            CAO NAME HERE Contract Management Team consisting of
            the ACO,--ACO NAME --, (nnn) nnn-nnnn the cognizant
            Industrial Specialist (IS),--IS NAME---, (nnn) nnn-nnnn and
            the Quality Assurance Specialist (QAS), --QAS NAME---,
            (nnn) nnn-nnnn will hold an initial meeting with you to
            review the less-than-satisfactory performance and your plan
            for corrective action.
**********************************************************************
                    FIGURE 2.10.3-502a
```

```
********************************************************************
             ORIGINATING OFFICE      PAGE 2              date
             COMPANY NAME

             I will be in contact with you within 10 days from the date
             of this letter in order to arrange a suitable time and
             place for this meeting.  If you have questions I will be
             happy to discuss the matter with you.

                             Sincerely,


                             ACO NAME
                             Administrative Contracting Officer

             cc:
             Copy To - If Applicable

********************************************************************
                    FIGURE 2.10.3-502b

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 871     Col: 871
Line: 871 Insert
```

   l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-503. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-503.

```
********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
********************************************************************
                    FIGURE 2.10.3-503
```

   m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-501 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-504 which is shown below.

```
********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
********************************************************************
                    FIGURE 3-504
```

   n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.20.2 2........CMDR/ DLQNCY

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
   ENTER CAGE: _____  OR CONTRACTOR NAME/1ST INITIAL:_____
**********************************************************************
```
                          FIGURE 2.10.3-505

b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress to advance to
the contractor's name. Enter the contractor's name directly, or enter
the first letter of the name to select from a pick list to display the
listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see subparagraph 2.10.3.1.3
in this manual. For letters purposes, an entry must be made in one of
the selection fields. If both fields are entered as blanks, the error
message below will be displayed:

     ENTER A CAGE OR CONTRACTOR INITIAL. ENTER AGAIN OR ESC TO EXIT

c. At this point, either make an entry, or ESC to return to the
CIP/CAL Letters Menu. After the CAGE Code is entered or the contractor
name is entered directly or selected from the pick list, the following
selection screen is displayed:

```
**********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE872
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


       IS THIS THE CONTRACTOR FOR THE CIP LETTER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-506

d. If N is entered the following screen will be displayed:

```
**********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-507

e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-506 above, the program
will continue with the following screen:

```
*********************************************************************
          CMDR'S NAME:_____
          TITLE BLOCK:_____

          NO. OF CONTRACTS DELINQUENT:  _____0
             NUMBER OF CONTRACTS TOTAL:  _____0
*********************************************************************
                        FIGURE 2.10.3-508
```

   f. Enter the name and title of the Commander who will be signing this
letter. Also enter the number of contracts that this contractor has
been delinquent, and the total number of contracts that this contractor
has been awarded. After these entries are made, the following selection
screen will be displayed:

```
*********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE:  __
*********************************************************************
                        FIGURE 2.10.3-509
```

   g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
*********************************************************************
                         IN REPLY TO:
           P.O.C. AT CTNRCTR - FIRSTNAME:
                            LASTNAME:
            ENTER CONTRACTOR'S JOB TITLE:
                                     cc:
                                     cc:
                                     cc:
                                     cc:
          Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*********************************************************************
                        FIGURE 2.10.3-510
```

   i. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
*********************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
*********************************************************************
                        FIGURE 2.10.3-511
```

j. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                        FIGURE 2.10.3-512

k. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-511, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a CIP Delinquency Letter from a Commander:

```
********************************************************************
               ORIGINATION OFFICE                         date

               SUBJECT:  Contractor Improvement Program (CIP)

               Recipient of Letter
               COMPANY NAME
               STREET ADDRESS
               CITY, STATE ZIPCODE

               Dear Mr. (or Ms.) Recipient:

               The Defense Logistic Agency (DLA) has, as one of its pri
               mary goals, the on-time performance of contracts by Defense
               contractors.  Our Contract Management team has identified
               your company/corporation as a poor performing contractor;
               therefore you have been placed in our Contractor
               Improvement Program.

               One way we can improve overall on-time delivery is to
               recommend that Procuring Contracting Officers (PCOs) not
               award contracts to those suppliers with poor performance
               records.  We note that your company is delinquent on 0
               contracts out of a total of 0 on-hand, which yields a
               delinquency rate of 0%.  This is being brought to your
               attention in order to provide you the opportunity to
               identify the causative factors and develop a corrective
               action plan.  I am sure your goal is compatible with ours.
               That is, we both want to see the company recognized as a
               reliable and responsible Defense Contractor.

               I will be most pleased to hear from you regarding your
               plans to improve your on-time delivery record.

                                        Sincerely,


                                        CMDR'S NAME HERE
                                        CMDR'S TITLE

               cc:
               Copy To - If Applicable
********************************************************************
                        FIGURE 2.10.3-513


 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 875     Col: 875
Line: 875 Insert
```

   l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-514. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-514.

```
************************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                       FIGURE 2.10.3-514
```

   m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-512 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-515 which is shown below.

```
************************************************************************
               WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                       FIGURE 2.10.3-515
```

   n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.20.3 3.....CIP/CAL - ACO

   a. When this option is selected, the following selection screen will
be displayed:

```
************************************************************************
 ENTER CAGE: _____ OR CONTRACTOR NAME/1ST INITIAL:_____
************************************************************************
                       FIGURE 2.10.3-516
```

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see subparagraph 2.10.3.1.3
in this manual. For letters purposes, an entry must be made in one of
the selection fields. If both fields are entered as blanks, the error
message below will be displayed:

     ENTER A CAGE OR CONTRACTOR INITIAL. ENTER AGAIN OR ESC TO EXIT

   c. At this point, either make an entry, or ESC to return to the CIP/
CAL Letters Menu. After the CAGE Code is entered or the contractor name
is entered directly or selected from the pick list, the following
selection screen is displayed:

```
************************************************************************
                  COMPANY: COMPANY NAME DISPLAYED HERE
              CONTRACT NO: CONTRACT NUMBER DISPLAYED
                     CAGE: CAGE876
                      ACO: XX
                     NOUN: CAR ABSTRACT NOUN HERE


  IS THIS THE CONTRACTOR FOR THE CIP LETTER (Y/N)? _
************************************************************************
                       FIGURE 2.10.3-517
```

d. If N is entered the following screen will be displayed:

```
************************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                        FIGURE 2.10.3-518
```

   e. Depress Y to select another contract, or N to return to the
LETTERS MENU.

   f. If Y is entered for Figure 2.10.3-517 above, the program will
continue with the following screen:

```
************************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                        FIGURE 2.10.3-519
```

   g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
************************************************************************
                        IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
         ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
        Address to Mr. or  Ms.  (M/F)?:


     ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
************************************************************************
                        FIGURE 2.10.3-520
```

   i. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
************************************************************************
      ENTER PERFORMANCE DESCRIPTION: _____
************************************************************************
                        FIGURE 2.10.3-521
```

   j. Enter a performance description which describes the reason this
contractor is being placed in the CIP. After this description is
entered, the following selection screen will be displayed:

```
************************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
```
FIGURE 2.10.3-522

   k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
```
FIGURE 2.10.3-523

   l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-522, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a CIP
Notification Letter from an ACO:

```
*********************************************************************
          ORIGINATING OFFICE                          date

          SUBJECT:  Contractor Improvement Program (CIP)

          Recipient of Letter
          COMPANY NAME
          STREET ADDRESS
          CITY, STATE ZIPCODE


          Dear Mr. (or Ms.) Recipient:

          The primary mission of the Defense Logistics Agency (DLA)
          is to ensure that the Military Services are furnished
          quality products, delivered on time, and at a fair and
          reasonable price.

          The DLA Contractor Improvement Program (CIP) applies in
          tensive management attention to contractors who have a
          history of failure to meet contractual obligations.  Its
          goal is to determine the root causes of a company's per
          formance problems and to encourage the contractor to
          develop a corrective action plan which will resolve the per
          formance difficulties.

          The DLA Contractor Alert List (CAL) is distributed monthly
          to more than 270 activities throughout the country.  The
          buying activities are advised to be aware of the
          contractor's performance record through Pre-award Survey
          (PAS) or other means.

          In cases where it becomes apparent that corrective action
          has not or will not be implemented, consideration will be
          given to recommending debarment. Debarring a contractor is
          a business decision which is made to ensure that the
          Government deals only with companies and individuals who
          are capable of and committed to fulfilling their contract
          ual obligations. Subpart 9.4 of the Federal Acquisition
          Regulation authorizes the Government to debar contractors
          with a history of poor performance. If debarred, a
          contractor is excluded from receiving Government contracts
          and subcontracts for a period of time commensurate with the
          seriousness of the underlying causes for the debarment
          action.

          --COMPANY NAME-- has been identified as a connoted for
          entry into the CIP because of--PERFORMANCE DESCRIPTION--.
          The purpose of this letter is to extend you the opportunity
*********************************************************************
               FIGURE 2.10.3-524a
```

```
*************************************************************************
            ORIGINATING OFFICE      PAGE 2              date
            COMPANY NAME

            to provide the undersigned with a description of the
            steps you plan to take to correct your performance
            failures.  Your reply must be received within 30 days
            to avoid your company being placed into the program.
            Once in the CIP, a contractor can only be removed from the
            Program if the Government is convinced through timely
            delivery of conforming supplies that the root causes of the
            performance problems have been eliminated.  While in the
            CIP, a contractor remains listed on the CAL.  In addition,
            progress payments may be suspended or reduced in accordance
            with FAR 32.503, if the company is not making satisfactory
            progress toward contract completion.

            Contact ---CA NAME--- at area code (nnn) nnn-nnnn if you
            have any questions concerning this letter.


                            Sincerely,


                            ACO NAME
                            Administrative Contracting Officer

            cc:
            Copy To - If Applicable

*************************************************************************
                    FIGURE 2.10.3-524b

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 880     Col: 880
Line: 880 Insert
```

   m. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-525. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-525.

```
*************************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*************************************************************************
                    FIGURE 2.10.3-525
```

   n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-523 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-526 which is shown below.

```
*************************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*************************************************************************
                    FIGURE 2.10.3-526
```

n. Depress Y to select another contract, or N to return to the LETTERS MENU.

2.10.3.3.3.20.4 4.......CIP/CAL - CMDR

a. When this option is selected, the following selection screen will be displayed:

```
**********************************************************************
   ENTER CAGE: _____  OR CONTRACTOR NAME/1ST INITIAL:_____
**********************************************************************
```
                    FIGURE 2.10.3-527

b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see subparagraph 2.10.3.1.3
in this manual. For letters purposes, an entry must be made in one of
the selection fields. If both fields are entered as blanks, the error
message below will be displayed:

   ENTER A CAGE OR CONTRACTOR INITIAL. ENTER AGAIN OR ESC TO EXIT

c. At this point, either make an entry, or ESC to return to the CIP/
CAL Letters Menu. After the CAGE Code is entered or the contractor name
is entered directly or selected from the pick list, the following
selection screen is displayed:

```
**********************************************************************
              COMPANY: COMPANY NAME DISPLAYED HERE
          CONTRACT NO: CONTRACT NUMBER DISPLAYED
                 CAGE: CAGE881
                  ACO: XX
                 NOUN: CAR ABSTRACT NOUN HERE


        IS THIS THE CONTRACTOR FOR THE CIP LETTER (Y/N)? _
**********************************************************************
```
                    FIGURE 2.10.3-528

d. If N is entered the following screen will be displayed:

```
**********************************************************************
           WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                    FIGURE 2.10.3-529

e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-528 above, the program
will continue with the following screen:

```
**********************************************************************
          ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                        FIGURE 2.10.3-530
```

   f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                        IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
          ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
                               cc:
        Address to Mr. or  Ms.  (M/F)?:


          ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                        FIGURE 2.10.3-531
```

   h. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
**********************************************************************
                   ENTER CIP DATE: __/__/__
**********************************************************************
                        FIGURE 2.10.3-532
```

   i. Enter the date when the meeting with the contractor occurred to
discuss placing the contractor in the CIP. After this date is entered
in mm/dd/yy format, the following selection window will be displayed:

```
**********************************************************************
             ENTER CORRECTIVE ACTION DATE: __/__/__
**********************************************************************
                        FIGURE 2.10.3-533
```

   j. Enter the date by which the contractor agreed to provide a
corrective action plan. After this date is entered in mm/dd/yy format,
the following selection window will be displayed:

```
**********************************************************************
            CMDR'S NAME:_____
            TITLE BLOCK:_____




**********************************************************************
                        FIGURE 2.10.3-534

  k.  Enter the name and title of the Commander who will sign this
letter.  After this data is entered, the following will be displayed:

**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                        FIGURE 2.10.3-535

  l.  Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file.  If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE.  If C is
entered, the following will be displayed:

**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                        FIGURE 2.10.3-536

  m.  Enter the full path and name to give the file.  The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor.  If E is
entered for the options shown in Figure 2.10.3-535, the letter will be
displayed on screen within the CED editor.  Changes can then be made a
printed or copied to a file.  The following is an example of a CIP
Notification Letter from a Commander:
```

```
*********************************************************************
            ORIGINATING OFFICE                        date

            SUBJECT:  Contractor Improvement Program (CIP)

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE


            Dear Mr. (or Ms.) Recipient:

            As discussed during our meeting on ------date------, your
            company has been placed in the Defense Logistics Agency
            Contractor Improvement Program.  Your company name will
            also be placed on the Contractor Alert List which advises
            buying activities to contact the cognizant Pre-award Survey
            Monitor for current performance information before awarding
            any new contracts to your company.

            Additionally, all contracts and purchase orders admini
            stered by this office will be subject to more intensive
            surveillance until the root causes of the delivery problems
            have been identified, corrective actions have been taken,
            and significant progress toward problem resolution has been
            demonstrated through shipments in accordance with original
            contract schedules.

            It was agreed that you will provide the undersigned with
            a corrective action plan by -----date------.  It is hoped
            that your plan will result in a speedy resolution to
            your difficulties so that your company's name can be
            removed from the Contractor Improvement Program and Con
            tractor Alert List.

                              Sincerely,




                              CMDR'S NAME HERE
                              CMDR'S TITLE HERE

            cc:
            Copy To - If Applicable
*********************************************************************
                   FIGURE 2.10.3-537

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 884     Col: 884
Line: 884 Insert
```

   n. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-538. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-538.

```
***********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
***********************************************************************
```
                          FIGURE 2.10.3-538

   o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-536 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-539 which is shown below.

```
***********************************************************************
               WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
```
                          FIGURE 2.10.3-539

   p. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.20.5 5..........BUYING COMMAND

   a. When this option is selected, the following selection screen will
be displayed:

```
***********************************************************************
   ENTER CAGE: _____  OR CONTRACTOR NAME/1ST INITIAL:_____
***********************************************************************
```
                          FIGURE 2.10.3-540

   b. Enter a contractor's CAGE Code and depress ENTER to display a
listing of all contracts awarded to the contractor by the specified
buying activity. If the CAGE Code is not known depress ENTER to advance
to the contractor's name. Enter the contractor's name directly, or
enter the first letter of the name to select from a pick list to display
the listing of all contracts awarded to that contractor by the buying
activity. For more detail on this option, see subparagraph 2.10.3.1.3
in this manual. For letters purposes, an entry must be made in one of
the selection fields. If both fields are entered as blanks, the error
message below will be displayed:

    ENTER A CAGE OR CONTRACTOR INITIAL. ENTER AGAIN OR ESC TO EXIT

   c. At this point, either make an entry, or ESC to return to the CIP/
CAL Letters Menu. After the CAGE Code is entered or the contractor name
is entered directly or selected from the pick list, the following
selection screen is displayed:

```
***********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE885
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


        IS THIS THE CONTRACTOR FOR THE CIP LETTER (Y/N)? _
***********************************************************************
```
                          FIGURE 2.10.3-541

d. If N is entered the following screen will be displayed:

```
**********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-542

e. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-541 above, the program
will continue with the following screen:

```
**********************************************************************
            BUYING CMD: _____
              ADDRESS: _____
                       _____
                       _____
                       _____
**********************************************************************
```
FIGURE 2.10.3-543

f. Enter the name and mailing address of the Buying Command assigned
to this contract. After this information is entered, the following
selection window will be displayed:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
FIGURE 2.10.3-544

g. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

  NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

h. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                    IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                        LASTNAME:
        ENTER CONTRACTOR'S JOB TITLE:
                              cc:
                              cc:
                              cc:
                              cc:
        Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
FIGURE 2.10.3-545

i. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
**********************************************************************
            IS THIS LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-546

j. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
FIGURE 2.10.3-547

k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-548

l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-547, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a letter
notifying the Buying Command of a contractor's placement in the CIP:

```
**********************************************************************
             ORIGINATING OFFICE                          date

             SUBJECT:  Placement of --COMPANY NAME-- in our
                       Contractor Improvement Program

             TO:       BUYING COMMAND HERE
                       STREET ADDRESS
                       CITY, STATE   ZIPCODE

             1.  Subject contractor has been placed in our Contractor
             Improvement Program (CIP).  The program is designed to
             identify root causes of poor performance and assist the
             contractor in resolving the problem areas.  If the contrac
             tor is unwilling or unable to correct the problems
             identified and provide the Government with a quality
             product in a timely manner, the Government should seek
             other sources that are responsive to our needs.

             2.  The problems, and causes for the problems, will be
             identified and the contractor will be required to take
             corrective action to resolve same.  If the contractor
             does not take corrective action, the problem may be
             escalated to your Command in the following manner:

                  a.  A recommendation that no award be made to subject
             contractor without the benefit of a Pre-award survey.

                  b.  Participation of buying command personnel in
             resolution of contractor's problem including termination
             of existing contractor.

                  c.  Recommendation for debarment if the contractor does
             not take adequate steps to resolve problems identified.

             3.  If there are any questions, please contact me at the
             above telephone number.

             FOR THE COMMANDER:


                            ACO NAME
                            Administrative Contracting Officer
             cc:
             Copy To - If Applicable
**********************************************************************
                       FIGURE 2.10.3-549

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 888      Col: 888
Line: 888 Insert
```

   m. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-550. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-550.

```
***********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
***********************************************************************
```
                        FIGURE 2.10.3-550

   n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-548 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-551 which is shown below.

```
***********************************************************************
              WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
```
                        FIGURE 2.10.3-551

   o. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.21 U...............REINSPECTION COSTS

   a. When this option is selected, the following selection screen will
be displayed:

```
***********************************************************************
          ENTER CONTRACT NUMBER OR "?": _____
***********************************************************************
```
                        FIGURE 2.10.3-552

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
***********************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE889
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND A LETTER TO (Y/N)? _
***********************************************************************
```
                        FIGURE 2.10.3-553

   c. If N is entered the following screen will be displayed:

```
***********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
```
                        FIGURE 2.10.3-554

d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-553 above, the program
will continue with the following screen:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                     FIGURE 2.10.3-555

e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                    IN REPLY TO:
       P.O.C. AT CTNRCTR - FIRSTNAME:
                          LASTNAME:
        ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
                               cc:
       Address to Mr. or  Ms.  (M/F)?:


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                     FIGURE 2.10.3-556

g. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
**********************************************************************
                 Enter Nonconformance Data
             CONTRACT 8901 : _____
             CONTRACT 8902 : _____
             CONTRACT 8903 : _____
              DCMC RATE :        0.00
               REFER TO : _____
              PHONE NBR : (___)_____-_____
             PAY TO DCMD: _____
**********************************************************************
```
                     FIGURE 2.10.3-557

h. Enter the contracts against which nonconformances have been reported, the rate charged for contract administration, the name and phone number of the person the contractor should contact in regards to this matter, and the office where payments should be sent. After this information is entered, the following selection screen will be displayed:

```
**********************************************************************
      MONTH FIRST NONCONFORMANCE WAS ISSUED (ex JULY): _____
**********************************************************************
```
FIGURE 2.10.3-558

i. Enter the month when the first Quality Deficiency Report (QDR) for nonconformance was made. After this entry is made, the following will be displayed:

```
**********************************************************************
       YEAR FIRST NONCONFORMANCE WAS ISSUED ( ex 1987): ____
**********************************************************************
```
FIGURE 2.10.3-559

j. Enter the year when the first Quality Deficiency Report (QDR) for nonconformance was made. After this entry is made, the following will be displayed:

```
**********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
FIGURE 2.10.3-560

k. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-561

l. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-560, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Reinspection Costs Letter:

```
************************************************************************
            ORIGINATING OFFICE                        date

            SUBJECT:   Reinspection Costs
                       Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:


            Our Quality Assurance Representative (QAR) reports that
            several Quality Deficiency Reports (QDRs) for product
            nonconformance have been issued to ----COMPANY NAME-----
            since ---date----.  He also reports spending a substantial
            amount of time on reinspection and travel because of
            product nonconformance.  These nonconformances have
            been against contract(s): nnnnnn-nn-n-nnnn, nnnnnn-nn-n-
            nnnn, and nnnnnn-nn-n-nnnn.

            The inspection clause in fixed-price supply contracts,
            FAR 52.246-2, contains provisions in paragraph (e)(2)
            which states, 'The Contracting Officer may...charge the
            Contractor for any additional cost of inspection or test
            when prior rejection makes reinspection or retest neces-
            sary.  Although that, or similar, language has always
            been present in your contracts, it has not been our policy
            to make the charges permitted by the clause. That policy
            has now changed.  The purpose of this letter of warning
            is to remind you of the contract language, inform you of
            the change in policy regarding this subject, and alert
            you of the fact that ----COMPANY NAME--- could be affected
            in view of the information reported by the QAR.


            The desired result is action by ---COMPANY NAME--- to
            eliminate the causes of reinspection and thereby avoid
            any charges pursuant to the contract clause.  Should
            such charges be made, however, they would be computed
            at the standard DOD reimbursable rate in affect at the
            time of reinspection.  This is an hourly rate DCMC charges
            (most commonly to non-DOD agencies such as NASA) for
            time expended on contract administration.  At present
            the rate is $0.00.  Payment would be by check, submitted
            to the ACO and made payable to ---DCMD NAME-----.
************************************************************************
                     FIGURE 2.10.3-562a
```

```
***********************************************************************
             ORIGINATING OFFICE      PAGE 2            date
             SUBJECT:  Reinspection Costs

             By copy of this letter, I am asking the QAR to advise
             me at the end of ---date------, and each month thereafter,
             of the circumstances concerning any reinspection time
             expended during the month in which the Government may be
             entitled to recoup under the terms of the inspection
             clause.  I ask that you make the contents of this letter be
             known to the appropriate individuals at ---COMPANY NAME---

             Any questions relative to this matter may be referred to
             --ACO NAME-- area code (nnn) nnn-nnnn.


                          Sincerely,




                          ACO NAME
                          Administrative Contracting Officer


             cc:
             Copy To - If Applicable
***********************************************************************
                    FIGURE 2.10.3-562b
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 893   Col: 893
Line: 893 Insert

   m.   Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-563. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-563.

```
***********************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
***********************************************************************
                    FIGURE 2.10.3-563
```

   n.   A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-563 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-564 which is shown below.

```
***********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
***********************************************************************
                    FIGURE 2.10.3-564
```

   o. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.22 V....PROGRESS PAYMENT - PYMT / REJT

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                         FIGURE 2.10.3-565

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
            SEND PAYMENT OR REJECTION LETTER (P/R) _
**********************************************************************
```
                         FIGURE 2.10.3-566

   c. Enter the type of letter to send, P for a letter requesting
payment, R for a letter notifying the contractor of a rejection for
payment. The selection screens that follow this selection differ
depending on the choice made. First the selection screens which will
appear when P is selected will be presented, then the selection screens
which appear following a R selection. When P is selected in Figure
2.10.3-566, the following selection screen will be displayed:

```
**********************************************************************
            ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                         FIGURE 2.10.3-567

   d. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   e. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
*********************************************************************
     ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                SUSPENSE DATE: __/__/__
                IN REPLY TO:  _____
                         TO:  _____
                          :   _____
                          :   _____
                          :   _____
                          :   _____
                          :   _____
                         cc:  _____
                         cc:  _____
                         cc:  _____
                         cc:  _____
                         cc:  _____


        ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*********************************************************************
                        FIGURE 2.10.3-568
```

   f. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
*********************************************************************
        IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
*********************************************************************
                        FIGURE 2.10.3-569
```

   g. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

   h. The following two additional information items are required;

```
*********************************************************************
        ENTER PROGRESS PAYMENT REQUEST NUMBER: _____
*********************************************************************
                        FIGURE 2.10.3-570
```

   i. Enter the Progress Payment Request Number to refer to in the
letter. After this entry is made, the following selection screen will
be displayed:

```
*********************************************************************
        ENTER PAYMENT REQUEST AMOUNT: _____
*********************************************************************
                        FIGURE 2.10.3-571
```

   j. Enter the amount of payment that is requested. After this amount
is entered, the following selection window will be displayed:

```
***********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
***********************************************************************
                        FIGURE 2.10.3-572
```

   k. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
***********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
***********************************************************************
                        FIGURE 2.10.3-573
```

   l. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-572, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a Progress
Payment - Payment Letter:

```
***********************************************************************
            ORIGINATING OFFICE                            date

            SUBJECT:    COMPANY NAME
                        Contract No. nnnnnn-nn-n-nnnn
                        Progress Payment Request No.nnnnnn

            TO:         PAYMENT OFFICE
                        STREET ADDRESS
                        CITY, STATE ZIPCODE


            1.  Request contractor be permitted to pick up a check
            for subject Progress Payment Request in the amount of
            $0.00.

            2.  The pick-up is necessary to preclude a cash flow
            problem for the contractor.


                        ACO NAME
                        Administrative Contracting Officer

            cc:
            Copy To - If Applicable
***********************************************************************
                        FIGURE 2.10.3-574
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 896   Col: 896
Line: 896 Insert

m. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-575. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-575.

```
**********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
```
                        FIGURE 2.10.3-575

    n. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-573 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-576 which is shown below.

```
**********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                        FIGURE 2.10.3-576

    o. Depress Y to select another contract, or N to return to the
LETTERS MENU. If R is chosen in Figure 2.10.3-566, the following
selection screens will be displayed to gather data needed for a
rejection letter.

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
```
                        FIGURE 2.10.3-577

    p. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

    q. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                     IN REPLY TO:
        P.O.C. AT CTNRCTR - FIRSTNAME:
                         LASTNAME:
            ENTER CONTRACTOR'S JOB TITLE:
                               cc:
                               cc:
                               cc:
        Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
```
                        FIGURE 2.10.3-578

r. Enter the information that will be included in the letter. For data fields that do not require information, depress ENTER. The M/F (Male or Female) entry is required to continue with the letter. After the M/F entry is made, the following will be displayed:

```
**********************************************************************
   ENTER PROGRESS PAYMENT REQUEST NUMBER: _____
**********************************************************************
```
FIGURE 2.10.3-579

s. Enter the Progress Payment Request Number to refer to in the letter. After this entry is made, the following selection screen will be displayed:

```
**********************************************************************
            ENTER ERRORS IN BLOCKS DATA: _____
**********************************************************************
```
FIGURE 2.10.3-580

t. Enter the block numbers on the request which contained errors which caused the rejection. After this data is entered, the following will be displayed:

```
**********************************************************************
   ENTER FINANCE CENTER HEADING: _____
**********************************************************************
```
FIGURE 2.10.3-581

u. Enter the finance center to which to contractor should send corrections. After this data is entered, the following will be displayed:

```
**********************************************************************
     DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
FIGURE 2.10.3-582

v. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
     ENTER FILE NAME TO COPY TO:
           EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
FIGURE 2.10.3-583

w. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-582, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Progress Payment - Rejection Letter:

```
************************************************************************
            ORIGINATING OFFICE                          date

            SUBJECT:  Progress Payment Request No. nnnn
                      Contract No. nnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            Subject Progress Payment Request is hereby returned
            unprocessed due to the errors starting in blocks nnnn.

            Please make the necessary corrections and resubmit four
            (4) copies directly to ---PAYMENT OFFICE-- with a
            copy to me for information.

            If you have any questions, please call me at area code
            (nnn) nnn-nnnn.

                            Sincerely,


                            ACO NAME
                            Administrative Contracting Officer

            cc:
            Copy To - If Applicable
************************************************************************
                        FIGURE 2.10.3-584

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 899    Col: 899
Line: 899 Insert
```

   x. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-585. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-585.

```
************************************************************************
         ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                        FIGURE 2.10.3-585
```

   y. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-583 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-586 which is shown below.

```
************************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                     FIGURE 2.10.3-586
```

   z. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.23 W..........GENERAL FOLLOW-UP LETTER

   a. When this option is selected, the following selection screen will
be displayed:

```
************************************************************************
            ENTER CONTRACT NUMBER OR "?":  _____
************************************************************************
                     FIGURE 2.10.3-587
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
************************************************************************
               COMPANY: COMPANY NAME DISPLAYED HERE
           CONTRACT NO: CONTRACT NUMBER DISPLAYED
                  CAGE: CAGE900
                   ACO: XX
                  NOUN: CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR TO SEND A LETTER TO (Y/N)? _
************************************************************************
                     FIGURE 2.10.3-588
```

   c. If N is entered the following screen will be displayed:

```
************************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                     FIGURE 2.10.3-589
```

   d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-588 above, the program
will continue with the following screen:

```
************************************************************************
         ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
************************************************************************
                     FIGURE 2.10.3-590
```

   e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a valid code is entered, the following screen will be displayed:

```
*********************************************************************
                           IN REPLY TO:
      P.O.C. AT CTNRCTR - FIRSTNAME:
                            LASTNAME:
        ENTER CONTRACTOR'S JOB TITLE:
                                  cc:
                                  cc:
                                  cc:
                                  cc:
        Address to Mr. or  Ms.  (M/F)?:


    ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*********************************************************************
```
                          FIGURE 2.10.3-591

g. Enter the information that will be included in the letter. For data fields that do not require information, depress ENTER. The M/F (Male or Female) entry is required to continue with the letter. After the M/F entry is made, the following will be displayed:

```
*********************************************************************
           DATE WHEN THE FIRST LETTER WAS SENT: __/__/__
*********************************************************************
```
                          FIGURE 2.10.3-592

h. Enter the date of the first letter that was sent to the contractor for which a response has not been received. After this date is entered in mm/yy/dd format, the following selection screen will be displayed:

```
*********************************************************************
          DUEDATE FOR REPLY FROM SECOND LETTER: __/__/__
*********************************************************************
```
                          FIGURE 2.10.3-593

i. Enter the date by which a reply to this letter is requested. After this date is entered in yy/mm/dd format, the following will be displayed:

```
*********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
*********************************************************************
```
                          FIGURE 2.10.3-594

j. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
************************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                      FIGURE 2.10.3-595
```

   k. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-594, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a General
Follow-up Letter:

```
************************************************************************
            ORIGINATING OFFICE                          date


            SUBJECT:  General Follow-Up Letter
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            We have not yet received a response to our letter
            dated -----date-------. (copy enclosed)

            Please provide a reply by -----date------.  If you
            cannot respond by that date, we would appreciate an
            interim reply to assure us you have received our
            correspondence.

            If you have any questions, please contact ---CA NAME---
            at area code (nnn) nnn-nnnn.

                              Sincerely,




            1 Encl              ACO NAME
                                Administrative Contracting Officer

            cc:
            Copy To - If Applicable
************************************************************************
                      FIGURE 2.10.3-596
```

```
 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 902     Col: 902
Line: 902 Insert
```

l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-597. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-597.

```
**********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
```
FIGURE 2.10.3-597

m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-595 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-598 which is shown below.

```
**********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-598

n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.24 X.....FORWARDING RFW/RFP/ECP LETTER

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
            ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
```
FIGURE 2.10.3-599

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE903
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


    IS THIS THE CONTRACTOR TO SEND A LETTER TO (Y/N)? _
**********************************************************************
```
FIGURE 2.10.3-600

c. If N is entered the following screen will be displayed:

```
*************************************************************************
           WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*************************************************************************
                        FIGURE 2.10.3-601
```

   d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-600 above, the program
will continue with the following screen:

```
*************************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
*************************************************************************
                        FIGURE 2.10.3-602
```

   e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
*************************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                 SUSPENSE DATE: __/__/__
                   IN REPLY TO: _____
                            TO: _____
                             : _____
                             : _____
                             : _____
                             : _____
                             : _____
                             : _____
                           cc: _____
                           cc: _____
                           cc: _____
                           cc: _____
                           cc: _____


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
*************************************************************************
                        FIGURE 2.10.3-603
```

   g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
*************************************************************************
        IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
*************************************************************************
                        FIGURE 2.10.3-604
```

h. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
************************************************************************
           ENTER DUEDATE FOR DECISION REQUEST: __/__/__
************************************************************************
```
FIGURE 2.10.3-605

   i. Enter the date by which a decision regarding the deviation/waiver
is requested. After this date is entered in mm/dd/yy format, the
following selection window will be displayed:

```
************************************************************************
    ENTER DD FORM 1694 DEVIATION NUMBER: _____
************************************************************************
```
FIGURE 2.10.3-606

   j. Enter the Deviation number to refer to in this letter. After this
number is entered, the following will be displayed:

```
************************************************************************
              ENTER DD FORM 1998 WAIVER: _____
************************************************************************
```
FIGURE 2.10.3-607

   k. Enter the Waiver to refer to in this letter. After this
information is entered, the following will be displayed:

```
************************************************************************
          DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
```
FIGURE 2.10.3-608

   l. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
       ENTER FILE NAME TO COPY TO:
             EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
```
FIGURE 2.10.3-609

   m. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-608, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of a
RFW/RFP/ECP Forwarding Letter:

```
*********************************************************************
            ORIGINATING OFFICE                         date

            SUBJECT:    COMPANY NAME
                        Contract No. nnnnnn-nn-n-nnnn
                        Forwarding RFW/RFP/ECP

            TO:         BUYING COMMAND
                        STREET ADDRESS
                        CITY, STATE ZIPCODE


            1.    Forwarded for your consideration is the contractor's
            Requests for Deviation/Waiver nnnnnnn & nnnnnnn
            (DD Forms 1694 and 1998) containing comments and recom
            mendations of the various DCMAO elements.

            2.    Due to the technical nature of these changes, comments
            on cost consideration and recommendations cannot be made.

            3.    Please advise by -----date------ concerning your
            decision on this request.



            2 Encl              ACO NAME
                                Administrative Contracting Officer

            cc:
            Copy To - If Applicable

*********************************************************************
                        FIGURE 2.10.3-610
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 906   Col: 906
Line: 906 Insert

  n. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-611. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-611.

```
*********************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*********************************************************************
                        FIGURE 2.10.3-611
```

  o. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-609 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-612 which is shown below.

```
*********************************************************************
        WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*********************************************************************
                        FIGURE 2.10.3-612
```

p. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.25   Y....REQUEST FOR CONTRACTOR PAYMENT

   a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
          ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                       FIGURE 2.10.3-613

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
             COMPANY:  COMPANY NAME DISPLAYED HERE
         CONTRACT NO:  CONTRACT NUMBER DISPLAYED
                CAGE:  CAGE907
                 ACO:  XX
                NOUN:  CAR ABSTRACT NOUN HERE


   IS THIS THE CONTRACTOR REQUIRING THE PAYMENT REQUEST (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-614

   c. If N is entered the following screen will be displayed:

```
**********************************************************************
          WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                       FIGURE 2.10.3-615

   d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-614 above, the program
will continue with the following screen:

```
**********************************************************************


       PAYMENT AMOUNT:  _____0.00
           INVOICE NO:  _____
         PROG. PAY NO:  _____


**********************************************************************
```
                       FIGURE 2.10.3-616

   e. Enter the requested payment amount, and the invoice and progress
payment numbers. After this information is entered, the following
selection screen will be displayed:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                    FIGURE 2.10.3-617
```

   f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

    NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
   ENTER A SUSPENSE DATE FOR MILITARY LETTERS
                    SUSPENSE DATE: __/__/__
                     IN REPLY TO: _____
                              TO: _____
                               : _____
                               : _____
                               : _____
                               : _____
                               : _____
                               : _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____
                             cc: _____

   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                    FIGURE 2.10.3-618
```

   h. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
**********************************************************************
        IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                    FIGURE 2.10.3-619
```

   i. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
        DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
                    FIGURE 2.10.3-620
```

j. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
        ENTER FILE NAME TO COPY TO:
                EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
                        FIGURE 2.10.3-621
```

k. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-620, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Payment Request letter:

```
**********************************************************************
            ORIGINATING OFFICE                          date


            SUBJECT:  COMPANY NAME
                      Contract No. nnnnnn-nn-n-nnnn
                      Payment Request

            TO:       PAYMENT OFFICE
                      STREET ADDRESS
                      CITY, STATE ZIPCODE


            1. Request subject contractor be allowed to pick up
            a check in the amount of $0.00, invoice number
            nnnnnnn and progress payment number nnnnnnn
            for deliveries made under subject contract.

            2. This pick-up is necessary to preclude a cash flow
            problem for the contractor.



                        ACO NAME
                        Administrative Contracting Officer

            cc:
            Copy To - If Applicable
**********************************************************************
                        FIGURE 2.10.3-622
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 909   Col: 909
Line: 909 Insert

l. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-623. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-623.

```
**********************************************************************
            ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
**********************************************************************
```
                          FIGURE 2.10.3-623

m. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-621 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-624 which is shown below.

```
**********************************************************************
                WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-624

n. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.26 Z.............LATE PRICING PROPOSAL

a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
                ENTER CONTRACT NUMBER OR "?":  _____
**********************************************************************
```
                          FIGURE 2.10.3-625

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
            CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE910
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


    IS THIS THE CONTRACTOR TO SEND A LATE PROPOSAL LETTER (Y/N)? _
**********************************************************************
```
                          FIGURE 2.10.3-626

c. If N is entered the following screen will be displayed:

```
**********************************************************************
              WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-627
```

    d. Depress Y to select another contract, or N to return to the
LETTERS MENU. If Y is entered for Figure 2.10.3-626 above, the program
will continue with the following screen:

```
**********************************************************************
            PROPOSAL DUE IN NO. DAYS: ___0
                     DATE PROSAL DUE: __/__/__
                       RESPONSE DATE: __/__/__
**********************************************************************
                        FIGURE 2.10.3-628
```

    e. Enter the number of days after issuance of the order that the
proposal was due and the actual due date. Also enter the date by which
a response to this letter is required. After all of this information is
entered, the following selection screen will be displayed:

```
**********************************************************************
        ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                        FIGURE 2.10.3-629
```

    f. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

     NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

    g. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                      IN REPLY TO:
      P.O.C. AT CTNRCTR - FIRSTNAME:
                        LASTNAME:
      ENTER CONTRACTOR'S JOB TITLE:
                             cc:
                             cc:
                             cc:
                             cc:
                             cc:
      Address to Mr. or  Ms.  (M/F)?:


  ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                        FIGURE 2.10.3-630
```

h. Enter the information that will be included in the letter. For data fields that do not require information, depress ENTER. The M/F (Male or Female) entry is required to continue with the letter. After the M/F entry is made, the following will be displayed:

```
**********************************************************************
     DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
**********************************************************************
```
                        FIGURE 2.10.3-631

i. Depress P to print this letter, E to edit the letter, or C to copy the letter to a file. If P is entered, the letter will be sent to the printer that was specified in CONFIGURATION MAINTENANCE. If C is entered, the following will be displayed:

```
**********************************************************************
     ENTER FILE NAME TO COPY TO:
          EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
**********************************************************************
```
                        FIGURE 2.10.3-632

j. Enter the full path and name to give the file. The file will then be stored in the area specified on the hard drive or on a floppy disk. The file will be saved as an ASCII text file in the specified directory. This file can then be used by ENABLE or another text processor. If E is entered for the options shown in Figure 2.10.3-631, the letter will be displayed on screen within the CED editor. Changes can then be made a printed or copied to a file. The following is an example of a Late Pricing Proposal Letter:

```
**********************************************************************
            ORIGINATING OFFICE                      date

            SUBJECT:  Late Submission of Contractually Required
                      Pricing Proposal
                      Contract No. nnnnnn-nn-n-nnnn

            Recipient of Letter
            COMPANY NAME
            STREET ADDRESS
            CITY, STATE ZIPCODE

            Dear Mr. (or Ms.) Recipient:

            Reference is made to our numerous discussions regarding
            submission of a price proposal for subject unpriced order.

            As I have indicated, the price proposal was due 999 days
            after issuance of the order, i.e., ------date------.

            Be advised that basic remedies available to the Government
            for late submission of acceptable contractually required
            proposals are:

                a.  Reduced profit
                b.  Unilateral determination
                c.  Suspension or reduction of progress payments
                    applicable to unpriced work (if contract allows
                    for progress payments)
                d.  Placement of contractor on the Contractor
                    Improvement Program (CIP)

            Although none of the above remedies reflect my personal
            preference for dealing with your company, I will not
            hesitate to use them if proposals are not submitted timely.

            I am confident that, through mutual cooperation, we can
            achieve our goal of definitization within contractual
            schedules.

            A response to this letter is requested by ----date--------.
**********************************************************************
                    FIGURE 2.10.3-633a
```

```
************************************************************************
            If you have any questions, please contact me at area code
            nnn-nnn-nnnn.

                               Sincerely,

                               ACO NAME
                               Administrative Contracting Officer
            cc:
            Copy To - If Applicable
************************************************************************
                        FIGURE 2.10.3-633b
```

```
 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 914     Col: 914
Line: 914 Insert
```

  k. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-634. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-634.

```
************************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
************************************************************************
                        FIGURE 2.10.3-634
```

  l. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-632 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-635 which is shown below.

```
************************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
************************************************************************
                        FIGURE 2.10.3-635
```

  m. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.27 1.......CONTACT ADMINISTRATION TEAM

  This option may be used to send a letter of introduction to a
contractor or military organization. The letters are essentially the
same, the differences are only in the address format and salutation.
Subparagraph 2.10.3.28.1 will detail the process for a letter to a
contractor, and subparagraph 2.10.3.3.28.2 will detail the process for a
letter to a military organization.

2.10.3.3.3.27.1 INTRODUCTION LETTER TO A CONTRACTOR

  a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
                ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                        FIGURE 2.10.3-636
```

   b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
              COMPANY: COMPANY NAME DISPLAYED HERE
          CONTRACT NO: CONTRACT NUMBER DISPLAYED
                 CAGE: CAGE915
                  ACO: XX
                 NOUN: CAR ABSTRACT NOUN HERE


   SEND INTRODUCTION LETTER TO CONTRACTOR OR MILITARY (C/M)? _
**********************************************************************
                        FIGURE 2.10.3-637
```

   c. If C is entered the following screen will be displayed:
(For M selection, see subparagraph 2.10.3.3.3.27.2)

```
**********************************************************************
       ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                        FIGURE 2.10.3-638
```

   d. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

   e. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
**********************************************************************
                      IN REPLY TO:
     P.O.C. AT CTNRCTR - FIRSTNAME:
                        LASTNAME:
     ENTER CONTRACTOR'S JOB TITLE:
                             cc:
                             cc:
                             cc:
                             cc:
                             cc:
     Address to Mr. or  Ms.  (M/F)?:


   ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
**********************************************************************
                        FIGURE 2.10.3-639
```

f. Enter the information that will be included in the letter. For
data fields that do not require information, depress ENTER. The M/F
(Male or Female) entry is required to continue with the letter. After
the M/F entry is made, the following will be displayed:

```
***********************************************************************
                            ACO:  _____
                           ATTN:  _____
                 ENTER ADDRESS:  _____
                             :  _____
                             :  _____
                             :  _____
          COMMERCIAL PHONE 916:  (___)___-____
                  AUTOVON 916:   ___-____
       ENTER CONTRACT ADMIN NAME:  _____
     ENTER COMMERCIAL PHONE 916 :  (___)___-____
            ENTER AUTOVON 916:   ___-____
             ENTER IS NAME:  _____
     ENTER COMMERCIAL PHONE 916 :  (___)___-____
            ENTER AUTOVON 916:   ___-____
     ENTER PROPERTY ADMIN NAME:  _____
     ENTER COMMERCIAL PHONE 916 :  (___)___-____
            ENTER AUTOVON 916:   ___-____
             ENTER QAR NAME:  _____
     ENTER COMMERCIAL PHONE 916 :  (___)___-____
            ENTER AUTOVON 916:   ___-____
***********************************************************************
```
                        FIGURE 2.10.3-640

   g. Enter the information on the members of the Contract Administra-
tive Team that is to appear on the letter. After this data is entered,
the following will be displayed:

```
***********************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
***********************************************************************
```
                        FIGURE 2.10.3-641

   h. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
***********************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
***********************************************************************
```
                        FIGURE 2.10.3-642

   i. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-641, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of an
Introduction Letter to a Contractor:

```
*********************************************************************
          ORIGINATING OFFICE                          date


          SUBJECT:  Contract Administration Team
                    Contract No. nnnnnn-nn-n-nnnn



          Recipient of Letter
          COMPANY NAME
          STREET ADDRESS
          CITY, STATE ZIPCODE

          Dear Mr. (or Ms.) Recipient:

          1.  We have just received Contract nnnnnn-nn-nnnn
          for administration.  Contract Administration is a team
          effort so we are taking this opportunity to introduce
          you to our team of functional specialists.

          ACO                          ACO NAME
                                       ATTN: ACO NAME
                                       STREET ADDRESS
                                       CITY, STATE  ZIPCODE
                                       (nnn) nnn-nnnn
                                       AV nnn-nnnn

          Contract Administrator       CONTRACT ADMINISTRATOR NAME
                                       (nnn) nnn-nnnn
                                       AV nnn-nnnn

          Industrial Specialist        IS NAME
                                       (nnn) nnn-nnnn
                                       AV nnn-nnnn

          Property Administrator       PA NAME
                                       (nnn) nnn-nnnn
                                       AV nnn-nnnn

          Quality Assurance            QAR NAME
          Representative               (nnn) nnn-nnnn
                                       AV nnn-nnnn

          Comptroller Representative   Defense Finance Center

*********************************************************************
                    FIGURE 2.10.3-643a
```

```
*********************************************************************
            COMPANY NAME                    PAGE 2              date
            --CONTRACT NUMBER-

            2.  You are invited to contact any member of the team
            if you have any questions or special requirements.


                        Sincerely,



                        ACO NAME
                        Administrative Contracting Officer

            cc:
            COPY TO - If Applicable
*********************************************************************
                    FIGURE 2.10.3-643b
```

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 918   Col: 918
Line: 918 Insert

  j. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-644. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-644.

```
*********************************************************************
        ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*********************************************************************
                    FIGURE 2.10.3-644
```

  k. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-642 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-645 which is shown below.

```
*********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*********************************************************************
                    FIGURE 2.10.3-645
```

  l. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.27.2 INTRODUCTION LETTER TO A MILITARY ORGANIZATION

  a. When this option is selected, the following selection screen will
be displayed:

```
**********************************************************************
                ENTER CONTRACT NUMBER OR "?": _____
**********************************************************************
                        FIGURE 2.10.3-646
```

b. Enter a contract number directly or, if the contract number is not
known, use the ? option to select from a pick list. For more
information on the pick list option see subparagraph 2.10.3.3.3.1 and
Figure 2.10.3-203. After a valid contract number is entered directly,
or chosen from the pick list, the following window will be displayed:

```
**********************************************************************
                COMPANY: COMPANY NAME DISPLAYED HERE
              CONTRACT NO: CONTRACT NUMBER DISPLAYED
                   CAGE: CAGE919
                    ACO: XX
                   NOUN: CAR ABSTRACT NOUN HERE


  SEND INTRODUCTION LETTER TO CONTRACTOR OR MILITARY (C/M)? _
**********************************************************************
                        FIGURE 2.10.3-647
```

c. If M is entered the following screen will be displayed:
(For C selection, see 2.10.3.3.3.27.1)

```
**********************************************************************
          IS THIS MILITARY LETTER FOR THE COMMANDER (Y/N)? _
**********************************************************************
                        FIGURE 2.10.3-648
```

d. If Y is selected the line FOR THE COMMANDER will be printed after
the body of the letter. If N is selected the line will not be printed
on the letter. After this selection is made, the following will be
displayed:

```
**********************************************************************
         ENTER YOUR LETTER'S PROGRAM IDENTIFIER CODE: __
**********************************************************************
                        FIGURE 2.10.3-649
```

e. Enter a two digit ID code, or ESC to return to the Letters Menu.
If an invalid code is entered, the following error message will be
displayed:

   NOT A VALID CODE. ENTER AGAIN OR ESC TO EXIT.

f. Enter a valid code, or ESC to return to the Letters Menu. After a
valid code is entered, the following screen will be displayed:

```
********************************************************************
      ENTER A SUSPENSE DATE FOR MILITARY LETTERS
              SUSPENSE DATE:  __/__/__
              IN REPLY TO:  _____
                       TO:  _____
                        :   _____
                        :   _____
                        :   _____
                        :   _____
                        :   _____
                       CC:  _____
                       CC:  _____
                       CC:  _____
                       CC:  _____
                       CC:  _____


      ENTER THE FIELDS AS YOU WANT THEM TO APPEAR ON THE LETTER
********************************************************************
                    FIGURE 2.10.3-650
```

g. Enter additional data in field where required. Depress the down
arrow key or ENTER to bypass an individual entry. Use PGDN to access
any information shown without change and continue to the next screen to
supply additional information required for this letter.

```
********************************************************************
                      ACO:  _____
                     ATTN:  _____
             ENTER ADDRESS:  _____
                        :   _____
                        :   _____
                        :   _____
         COMMERCIAL PHONE 920:  (___)___-____
              AUTOVON 920:   ___-____
     ENTER CONTRACT ADMIN NAME: _____
     ENTER COMMERCIAL PHONE 920 :  (___)___-____
          ENTER AUTOVON 920:   ___-____
              ENTER IS NAME: _____
     ENTER COMMERCIAL PHONE 920 :  (___)___-____
          ENTER AUTOVON 920:   ___-____
     ENTER PROPERTY ADMIN NAME: _____
     ENTER COMMERCIAL PHONE 920 :  (___)___-____
          ENTER AUTOVON 920:   ___-____
             ENTER QAR NAME: _____
     ENTER COMMERCIAL PHONE 920 :  (___)___-____
          ENTER AUTOVON 920:   ___-____
********************************************************************
                    FIGURE 2.10.3-651
```

h. Enter the information on the members of the Contract Administra-
tive Team that is to appear on the letter. After this data is entered,
the following will be displayed:

```
************************************************************************
      DO YOU WANT TO PRINT/EDIT/COPY THIS LETTER (P/E/C)? _
************************************************************************
                        FIGURE 2.10.3-652
```

   i. Depress P to print this letter, E to edit the letter, or C to copy
the letter to a file. If P is entered, the letter will be sent to the
printer that was specified in CONFIGURATION MAINTENANCE. If C is
entered, the following will be displayed:

```
************************************************************************
      ENTER FILE NAME TO COPY TO:
            EXAMPLE C:\USER1\THISLTR.DOC or A:\THATLTR.DOC
************************************************************************
                        FIGURE 2.10.3-653
```

   j. Enter the full path and name to give the file. The file will then
be stored in the area specified on the hard drive or on a floppy disk.
The file will be saved as an ASCII text file in the specified directory.
This file can then be used by ENABLE or another text processor. If E is
entered for the options shown in Figure 2.10.3-652, the letter will be
displayed on screen within the CED editor. Changes can then be made a
printed or copied to a file. The following is an example of an
Introduction Letter to a Military Organization:

```
********************************************************************
          OFFICE                                        date


          SUBJECT:  CONTRACTOR NAME
                    Contract No. _____-__-_-_____
                    Contract Administration Team


          TO:       ADDRESSEE



          1.  We have just received Contract _____
          for administration.  Contract Administration is a team
          effort so we are taking this opportunity to introduce
          you to our team of functional specialists.


          ACO                           name
                                        ATTN:

                                        AV  xxx-xxxx


          Contract Administrator        name




          Industrial Specialist         name




          Property Administrator         name




          Quality Assurance             name
          Representative


          Comptroller Representative    Defense Finance and Accounting
                                        Service

********************************************************************
                    FIGURE 2.10.3-654a
```

```
*********************************************************************
                                        PAGE 2               date
             --CONTRACT---

             2.  You are invited to contact any member of the team
             if you have any questions or special requirements.

             FOR THE COMMANDER:



                              ACO NAME
                              Administrative Contracting Officer

*********************************************************************
                        FIGURE 2.10.3-654b

 PF1 = Help,PF3 = Save,PF5 = Search,PF8 = HighliRow: 923     Col: 923
Line: 923 Insert
```

   k. Any changes that may be necessary can be made prior to printing.
PF3 will save the changes and will display the selection window shown in
Figure 2.10.3-655. CTRL-PF3 will quit without saving the changes and
also continue with the display shown in Figure 2.10.3-655.

```
*********************************************************************
          ENTER A 'P' TO PRINT A 'C' TO COPY OR ESC TO EXIT
*********************************************************************
                        FIGURE 2.10.3-655
```

   l. A response of P will send the letter to the printer that was
specified in configuration maintenance. A response of C will bring up
the screen shown above in Figure 2.10.3-653 which allows the user to
copy the edited letter to an ASCII file. Either response will be
followed by Figure 2.10.3-656 which is shown below.

```
*********************************************************************
            WOULD YOU LIKE TO ENTER ANOTHER (Y/N)? _
*********************************************************************
                        FIGURE 2.10.3-656
```

   m. Depress Y to select another contract, or N to return to the
LETTERS MENU.

2.10.3.3.3.28 EDIT LETTERS

   a. This option allows the user to modify the preformatted letters to
suit his or her personal needs, and save the new format for future use.
When this option is selected, the following selection window will be
displayed:

```
*********************************************************************
   Interim Patent Rpt-Contractor
   Interim Patent Rpt-Military
   Patent Reporting Requirements
   Frwd/Final Patent Clearance
   Request for Final Patent Report
   Frwd Final Patent Report
   Show Cause Letter
   Consent to Subcontract
   First Article/Post Award
   Cost/Funds Limitation on Funds
   Modification Forwarding Letter
   Production Prog Rpt Fwd Ltr
   Introduction Letter
   Req Prod/Fee Approval
*********************************************************************
```
Figure 2.10.3-657

b. Highlight the letter to be modified and depress ENTER. After the
selection is made, the body of the letter will be displayed on screen
within the CED editor. After making the desired changes, save the text
by depressing PF3. The new format will then be used whenever this
letter is selected.

2.10.3.3.3.28.1 VARIABLES USED IN CONFIGURABLE LETTERS

a. Within each of these letters, variables are used to load data from
the COMPASS data bases into the body of the letter.   These variables
can be easily recognized because they are preceded by & or !!. A list
of the variables used in each letter is shown below.

INTERIM PATENT REPORT REQUEST (CONTRACTOR)
  &memDate   - Ending date of the period
  &mDate2   - Date by which DD Form 882 must be submitted (30 days
                    from the date on which the letter is prepared)
  &memAct   - Name of Contract Administrator
  &memarea   - Area code of Contract Administrator's phone number
  &memactph1   - 1st three digits of the Contract Administrator's phone
                    number
  &memactph2   - Remaining digits of the Contract Administrator's phone
                    number
  &memDirector - Director's name (ACO's name)
  &memTitle   - Director's title

INTERIM PATENT REPORT REQUEST (MILITARY)
      !!rSuschek   - Macro to pull in the name of the report (Report of
                        Inventions and Subcontracts).

```
PATENT REPORTING REQUIREMENTS
      &memAct        - Name of Contract Administrator
      &memarea       - Area code of Contract Administrator's phone number
      &memactph1     - First three digits of the Contract Administrator's
                         phone number
      &memactph2     - Remaining digits of the Contract Administrator's
                         phone number
      &memDirector   - Director's name (ACO's name)
      &memTitle      - Director's title


FRWD/FINAL PATENT CLEARANCE
      &memAct        - Name of Contract Administrator
      &memAvPh1      - AUTOVON Phone number (prefix) of Contract
                         Administrator
      &memAvPh2      - AUTOVON Phone number (extension) of Contract
                         Administrator


REQUEST FOR FINAL PATENT REPORT
      &memdate1      - Date DD Form 882 is due
      &memarea       - Area code of Contract Administrator's phone number
      &memactph1     - First three digits of the Contract Administrator's
                         phone number
      &memactph2     - Remaining digits of the Contract Administrator's
                         phone number


FRWD/FINAL PATENT REPORT
      &ddate         - Date on DD Form 882
      &PCO           - PCO's name
      &pSymbol       - PCO's office symbol
      &pPhone        - PCO's phone number
      &project       - Project engineer's name
      &symbol        - Project engineer's office symbol
      &telephone     - Project engineer's phone number


SHOW CAUSE
      &memactvy      - Activity name
      &memsym        - Office Symbol
      &memadrs       - Activity address
      &memCtSt       - City and State
      &memZIP        - ZIP code


CONSENT TO SUBCONTRACT
      &memdtd        - Date of letter requesting consent
      &subcono       - Subcontract number
      &memAct        - Name of Contract Administrator
      &memarea       - Area code of Contract Administrator's phone number
      &memactph1     - First three digits of the Contract Administrator's
                         phone number
      &memactph2     - Remaining digits of the Contract Administrator's
                         phone number
      &memDirector   - Director's name (ACO's name)
      &memTitle      - Director's title
```

```
FIRST ARTICLE/POST AWARD
     &clauseNo    - Clause number
     &memarea     - Area code of Contract Administrator's phone number
     &memactph1   - First three digits of the Contract Administrator's
                      phone number
     &memactph2   - Remaining digits of the Contract Administrator's
                      phone number
     &memDirector - Director's name (ACO's name)
     &memTitle    - Director's title


COST/FUNDS LIMITATION OF FUNDS
     &memLimit1   - Type of Limitation (Cost/Funds)
     &memLimit2   - FAR Reference Number
     &memAct      - Name of Contract Administrator
     &memAvPh1    - AUTOVON Phone number (prefix) of Contract
                      Administrator
     &memAvPh2    - AUTOVON Phone number (extension) of Contract
                      Administrator



MODIFICATION FORWARDING LETTER
     &modno       - Modification number
     &memAct      - Name of Contract Administrator
     &memarea     - Area code of Contract Administrator's phone number
     &memactph1   - First three digits of the Contract Administrator's
                      phone number
     &memactph2   - Remaining digits of the Contract Administrator's
                      phone number
     &memDirector - Director's name (ACO's name)
     &memTitle    - Director's title



PRODUCTION PROG RPT FWD LTR
     &holdPt      - Date the endorsement must be returned by
     &memdate     - Date the letter is being prepared
     &memDirector - Director's name (ACO's name)
     &memTO       - Person/Company to whom the letter should be mailed
     &memCo       - Person/Company that letter should be mailed In
                      Care Of
     &memCtSt     - City, State
     &memZIP      - ZIP code
     !!p          - Hard coded page break



INTRODUCTION LETTER
     &memAct      - Name of Contract Administrator
     &plfa        - Type of organization the letter is being sent to
                      (DCMR, DCMAO, DPRO etc.)
     &memarea     - Area code of Contract Administrator's phone number
     &memactph1   - First three digits of the Contract Administrator's
                      phone number
     &memactph2   - Remaining digits of the Contract Administrator's
                      phone number
     &memDirector - Director's name (ACO's name)
     &memTitle    - Director's title
```

```
REQ PROD/FEE APPROVAL
     &fee1           - Fixed fee
     &fee2           - Cumulative fixed fee
     &fee3           - Percent complete
     &memDate        - Date by which reply must be made


CONTRACT FUNDS STATUS REPORT
     &memdate        - Ending date of the period
     &memdate1       - Date on DLA Form 1069


PURSUANT TO LIMITATION OF FUNDS
     &memdat         - Date on which contractor furnished notification
     &notper%        - Percent of total estimated costs the contractor
                         will incur in the next 60 days
     &memdate1       - Date on DLA Form 1069


FWD FINAL VOUCHER FOR PAYMENT
     &memVoucher     - Voucher number
     &memAudit       - Audit report number


ASSIGNMENT OF CLAIMS
     no variables in the body of this letter


NOTICE OF ECONOMIC PRICE ADJMNT
     &clseNo         - Clause number
     &pageNo         - Page number of the clause
     &paraNo         - Paragraph number of the clause
     &memAct         - Name of Contract Administrator
     &memarea        - Area code of Contract Administrator's phone number
     &memactph1      - First three digits of the Contract Administrator's
                         phone number
     &memactph2      - Remaining digits of the Contract Administrator's
                         phone number
     &memDirector    - Director's name (ACO's name)
     &memTitle       - Director's title


RQST FOR REVISED DELIVERY SCHD
     &fine           - Amount of the fine (administrative modification)
     &memAct         - Name of Contract Administrator
     &memarea        - Area code of Contract Administrator's phone number
     &memactph1      - First three digits of the Contract Administrator's
                         phone number
     &memactph2      - Remaining digits of the Contract Administrator's
                         phone number
     &memDirector    - Director's name (ACO's name)
     &memTitle       - Director's title
     !!p             - Hard coded page break
```

```
LIABILITY TO 3RD PERSONS
      &memDtd        - Date by which information must be submitted
      &memarea       - Area code of Contract Administrator's phone number
      &memactph1     - First three digits of the Contract Administrator's
                         phone number
      &memactph2     - Remaining digits of the Contract Administrator's
                         phone number
      &memDirector   - Director's name (ACO's name)
      &memTitle      - Director's title


DUTY FREE ENTRY
      &mcclause      - Contract clause number
      !!rAddress23   - Macro to pull in the Prime contractor name and
                         address
      &mempinspin    - Prime contract number
      &dlrval        - Total dollar value
      &memexprdate   - Expiration date
      &mfrnadr1      - Foreign supplier's address
      &mfrnadr2      - Foreign supplier's address
      &mfrnadr3      - Foreign supplier's address
      &mfrnadr4      - Foreign supplier's address
      &memorder      - Number of subcontracts/purchase orders
      &totdlrval     - Total dollar value of the subcontract
      &memexprdtd    - Expiration date of the subcontract
      &AdminBy       - CAO activity address from FAR supplement


INVESTIGATIVE SERVICE LETTER
      no variables in the body of this letter

PROPOSED NOVATION AGREEMENT
      no variables in the body of this letter


CIP-CAL-ACO/DLQNCY
      &memdcasma     - CAO's name
      &maco          - ACO's name
      &memph1        - ACO's phone number
      &memIS         - Industrial Specialist's (IS) name
      &memph2        - IS's phone number
      &memqa         - Quality Assurance Representative's (QAR) name
      &memph3        - QAR's phone number
      &memDirector   - Director's name (ACO's name)
      &memTitle      - Director's title



CIP-CAL-CMDR/DLQNCY
      &memdel        - Number of delinquent contracts
      &memtot        - Total number of contracts for this contractor
      &mempct%       - Percentage of total contracts that are delinquent
      &memCommander  - Commander's name
      &memttle       - Commander's title
```

```
CIP-CAL-ACO
     &contname      - Contractor's name
     &describe      - Performance description
     &memAct        - Name of Contract Administrator
     &memarea       - Area code of Contract Administrator's phone number
     &memactph1     - First three digits of the Contract Administrator's
                        phone number
     &memactph2     - Remaining digits of the Contract Administrator's
                        phone number
     &memDirector   - Director's name (ACO's name)
     &memTitle      - Director's title


CIP-CAL-CMDR
     &cipdate       - Date of meeting (Date contractor was placed on
                        CIP)
     &agrdate       - Date when corrective action plan is due


BUYING COMMAND
     &memdirector   - Director's name (ACO's name)


REINSPECTION COSTS
     &contname      - Contractor's name
     &month         - Month when first QDR was issued
     &cyear         - Year when first QDR was issued
     &mcontnums     - Contract numbers on which nonconformances were
                        reported
     &rate          - Rate charged for time expended on Contract
                        Administration
     &DCASRnme      - name of organization where payments should be sent
     &hold          - Month when QAR will make a report on reinspection
                        time
     &holdyr        - Year when QAR will make a report on reinspection
                        time
     &refname       - Name of reference person
     &phnbr         - Phone number of reference person
     &memDirector   - Director's name (ACO's name)
     &memTitle      - Director's title


PROGRESS PAY - PAYMENT
     &memAmount     - Progress payment amount requested


PROGRESS PAY - REJECT
     &memblocks     - Blocks in which errors were made
     &memcenter     - Name of finance center where corrections should be
                        sent
     &memarea       - Area code of Contract Administrator's phone number
     &memactph1     - First three digits of the Contract Administrator's
                        phone number
     &memactph2     - Remaining digits of the Contract Administrator's
                        phone number
```

GENERAL FOLLOW-UP
        &memdte   - Date of previous letter
        &memedte   - Date when reply is requested by
        &memAct   - Name of Contract Administrator
        &memarea   - Area code of Contract Administrator's phone number
        &memactph1   - First three digits of the Contract Administrator's
                            phone number
        &memactph2   - Remaining digits of the Contract Administrator's
                            phone number
        &memDirector   - Director's name (ACO's name)
        &memTitle   - Director's title

FORWARDING RFW/RFP/ECP
        &deviation   - Deviation number
        &waiver   - Waiver number
        &memedte   - Due date for decision request

REQUEST FOR CONTRACTOR PAYMENT
        &memAmtNums   - Payment amount, invoice number, progress payment
                            number

LATE PRICING PROPOSAL
        &propno   - Number of days after issuance of the order
        &memdte   - Actual due date of the proposal
        &memdte1   - Date when a response is requested by
        &memarea   - Area code of Contract Administrator's phone number
        &memactph1   - First three digits of the Contract Administrator's
                            phone number
        &memactph2   - Remaining digits of the Contract Administrator's
                            phone number

CONTRACT ADMINISTRATIVE TEAM
        &mempinspiin   - Contract number
        !!r User_edit   - Macro which inserts user input data for ACO
                            address, CAO name, IS name, Property
                            administrator name, QAR name, and phone numbers
                            for all of these.
        !!p   - Hard coded page break

   b. These variables are used to load in data from the COMPASS data
base, and from user entries. If they are removed from the letters, the
proper data will not be loaded into the letters. The location can be
changed in order to suit the needs of individual users, but they should
not be removed.

   c. Also, there are special characters which appear within the body of
the letter. These characters represent carriage returns and form feeds
which are automatically inserted by the COMPASS application. These
characters are necessary for proper formatting and printing of the
letters, and should not be deleted.

d. In addition, at the end of the body of each letter the indicator
STOP appears. This indicator must appear at the end of each letter, and
should not be removed.

2.10.3.3.4 CONTRACT REVIEWS

   This option is not currently available. It will be implemented at a
later date.

2.10.3.3.5 PENDING CONTRACT ALERTS

   This option is not currently available. It will be implemented at a
later date.

2.10.3.3.6 NEW CONTRACTS

   This option is not currently available. It will be implemented at a
later date.

2.10.3.3.7 MODIFIED CONTRACTS

   This option is not currently available. It will be implemented at a
later date.

2.10.3.3.8 ABOUT THE PROGRAM

   a. This selection will display all text files that describe the
COMPASS system and the major changes that are incorporated into the
current revision of the program. If this option is selected a window
will display all of the text files that are currently in the COMPASS
subdirectory.

```
**********************************************************************
                   SELECT FILE
                   -------------
                 FILENAME.EXT
                 FILENAME.EXT
                 FILENAME.EXT
                 FILENAME.EXT


**********************************************************************
```
                   FIGURE 2.10.3-658

   b. Use the arrow keys to highlight the text files to be displayed and
depress ENTER. The selection window will be replaced with a larger
window that contains the text file. Use the UP, DN, PGUP or PGDN arrow
keys to move throughout the document. Use PF5 to print the document on
the local printer. Use ESC to exit the document or to return to the
COMPASS MASTER MENU.

NOTE: For information on this release of COMPASS select COMP2_1.doc.

2.10.4 DIAL-UP DOWNLOADS

   Users that do not have ethernet connectivity can access their data by
dialing into a file server with a communications package and downloading
the files from the server to the PC. In this section, dial-up through
Enable 2.15 and Zstem will be explained.

2.10.4.1 ENABLE DIAL-UP

   The steps necessary to access the file server using enable dial-up are
detailed in this section. This section will first explain creating a
setup in Enable 2.15, and then explain using this setup to connect to a
file server.

2.10.4.1.1 CREATING A SETUP

   a. This section will explain the steps necessary to create a setup to
use in dial up connections to another computer (file server). When
enable is run, the following screen will be displayed:

****

     ENABLE 2.15

by The Software Group
                         (C)Copyright 1983-1988

Enter date (MM/DD/YY) or press [-+] to accept this date: 05/01/92

Enter time (HH:MM) or press [-+] to accept this time: 08:46

               Do you use profiles?   Yes   No

               Enter your profile name:

   Press [End] to bypass the above prompts and proceed directly
   to the Main Menu using the Profile named DEFAULT.

****
                         Figure 2.10.4-1

b. Depress (End) at this point to continue with the following screen:

****

                            ENABLE {tm}

                Select an option with the cursor and [-+]

            Press [Esc] if you change your mind and [F1] if you need help.
+--+|
| ¦ Use System   Help   MCM   Return to DOS ¦ |
| +---+ |
| +---+ |
| ¦ Word Processing Spreadsheet/Graphics Telecom DBMS/Graphics ¦ |
| +---+ |
| Communicate   Setup |
| |
| ¦|
+--+
****
                        Figure 2.10.4-2

   c. Select Use System on the first line, Telecom on the second line
and Setup on the third line. This can be done by using the arrow keys
to highlight the choice and then depressing ENTER, or by depressing the
first letter of the choices. That is, depress U, then T, then S. After
these selections are made, the following will be displayed:

****
Setup   Connect   Phone Numbers   Auto Baud Code/   Alt
Name   Method   Dial Rate Duplex Setup

LEXIS   MeadNet   Y   1200 1 H
LEXISTEL   Telenet   Y   1200 1 H
OAGEE   Telenet   Y   1200 1 H
NEWSNET   Telenet   Y   1200 1 H

   +--+
   ¦Enter the name of the Setup you wish to create or revise: ¦
   +--+
>Select a name which describes the service or computer at the other
  end.
>The name can contain up to 8 letters and/or numbers.
>After typing the name, press [enter]. Enable will prompt you for
  information which will be summarized in the table above.
>To review, change, or delete a Setup, press the up arrow for
  additional prompts.
>Press [F10] for the Top Line menu.
****
                        Figure 2.10.4-3

d. A setup for the file server that is going to be accessed must now
be entered. Therefore, type in a name for the setup and press <enter>.
After a setup name is entered, a series of questions regarding the type
of setup to use will be asked. In the bottom portion of each enable
screen, explanations of each setting will be displayed. Users should
use these explanations to assist them in choosing their settings.
Setups will vary depending upon the user's hardware. However, settings
for baud rate, parity, word size, stop bits, type of duplex, and
terminal emulation must be set in a specific way in order for
communications to work with a 3B2 file server. These settings are as
follows:

                    Baud Rate   2400
                    Parity   NONE
                    Word size   8 BITS
                    Number of stop bits 1
                    Type of Duplex   FULL
                    Terminal Emulation VT100 or if available ANSI-BBS

   e. After all settings are selected, depress PF10 to pull up the top
line menu. Select save to save the setup. Next select [F10] again and
select quit. Creating this setup and saving it is only necessary the
first time enable is used to dial up. Once the setup is saved, it can
be used to access the server in the method described in section
2.10.4.1.2 below.

2.10.4.1.2 Using an Existing Setup

   a. This section will explain the steps necessary to use a previously
created setup to communicate with a file server and download data.
Enable starts in the same way as was described in section 2.10.4.1.1,
but the selections made on the second screen are different. The second
screen and the proper selections are detailed below.

****
                          ENABLE {tm}

           Select an option with the cursor and [-+]

        Press [Esc] if you change your mind and [F1] if you need help.
+--+
¦ Use System   Help   MCM   Return to DOS   ¦
+--+
+--+
¦ Word Processing Spreadsheet/Graphics Telecom DBMS/Graphics   ¦
+--+
+--+
¦   Communicate   Setup   ¦
+--+
+--+
¦ Use Setup   Quick connect   File Transfer (Unattended)   ¦
+--+
****
                       Figure 2.10.4-4

b. Select Use System on the first line, Telecom on the second line,
Communicate on the third line, and Use Setup on the fourth line. This
can be done by using the arrow keys to highlight the choice and then
depressing ENTER, or by depressing the first letter of the choices.
That is, depress U, then T, then C, then U again. After these
selections are made, the following will be displayed:

```
**********************************************************************
   Setup        Connect      Phone Numbers   Auto  Baud  Code/   Alt
   Name         Method                       Dial  Rate  Duplex  Setup

   LEXIS        MeadNet                       Y     1200  1 H
   LEXISTEL     Telenet                       Y     1200  1 H
   OAGEE        Telenet                       Y     1200  1 H
   NEWSNET      Telenet                       Y     1200  1 H
   SERVER


  +----------------------------------------------------------------+
  |Enter the name of the Setup you wish to use:                    |
  +----------------------------------------------------------------+
   >Select the Telecommunications Setup you wish to use by either
          a) Typing the Setup name and then pressing [ENTER] or
          b) Pressing the up arrow to select from the summary table
              above.
   >To change any Setup information you must select "Setup" from the
     Main Menu.
   >To return to the Main Menu, press [Esc].
**********************************************************************
```
                         FIGURE 2.10.4-5

  c. Type the name of the setup to use (the setup created as described
in 2.10.4.1.1) and depress ENTER. This will bring up a screen for
Establishing an Interface with Word Processing. This allows the user to
capture the on screen displays into a word processing document. To
capture the data, enter the path and file name where the captured
information should be stored. Otherwise, leave it blank and depress
ENTER to continue and establish a connection. As Enable attempts to
make the connection, screen displays will inform the user of the actions
that are being taken. These actions will be as follows:

     Initializing communications port
     Initializing modem
     Dial System at other end

  d. Once these steps are taken and a successful connection is made,
the user has access to the File Server. Depress return to get a prompt
for login. After a login is entered, a prompt for password will appear
and password entry must be made. The login and password will be
assigned by the system administrator for each individual file server.
After a correct login and password are entered, the File Server's system
menu will be displayed. One of the options from this menu will be
COMPASS DOWNLOAD. Use the arrow keys to highlight this option and press
enter.   The result of this selection will be the display of the COMPASS
FILE TRANSFER MENU which is shown below.

```
************************************************************************
                    COMPASS FILE TRANSFER MENU

                 Choose one of the following:

                 FILE LIST              [1]
                 START TRANSFER         [2]
                 EXIT MENU              [x,X]
************************************************************************
                        Figure 2.10.4-6
```

   e. Select Option 1 to obtain a list of existing data files on the
server, Option 2 to actually start a file transfer (download), or option
X to exit from the menu. The purpose of Option 1 is to allow the user
to confirm the existence of the file he or she is planning to download
prior to actually starting the file transfer. When Option 1 is
selected, the following prompt will be displayed on screen:

        Enter CAO:

   f. Enter a specific two position CAO code or an * to view for all
CAOs. After an entry is made for CAO, a prompt for ACO will be
displayed:

        Enter ACO:

   g. Enter a specific three position ACO code or an * to view for all
ACOs. After an entry is made for ACO, a list of files which match the
specified CAO-ACO combination entered will be displayed on screen.
These files will all have .lzw file extensions.

   h. Option 2 is the option to choose to actually begin a file transfer
(download of CAO-ACO data). When Option 2 is selected, the following
prompt will be displayed:

        ENTER LOGIN ID:

   i. At this prompt enter the Login Identifier which you used when you
made your dial in connection to this file server. After the login has
been entered, the following menu options will be displayed:

```
************************************************************************
          Choose one of the following:

          Transfer files using KERMIT          [k,K]
          Transfer files using XMODEM          [x,X]
          Transfer files using 1K XMODEM       [y,Y]
          QUIT menu                            [q,Q]

          Enter choice:
************************************************************************
                        Figure 2.10.4-7
```

j. Enter K to begin the file transfer using Kermit protocol, X to
begin the file transfer using XMODEM protocol, Y to begin the transfer
using 1K XMODEM protocol, or Q to exit and return to the COMPASS FILE
TRANSFER MENU. If K, X, or Y is entered, the user will be prompted for
CAO and ACO codes just as was described above in option 1. After these
selections are made, the file transfer will begin using the selected
protocol.

k. If XMODEM or 1k XMODEM transfer was chosen, the following will be
displayed on screen:

    BEGINNING FILE DOWNLOAD:

****
    XMODEM Version 3.9 (November 1990)--UNIX-Microcomputer File
      Transfer Facility
    File <filename.lzw> Ready to SEND in binary code
    Estimated File Size 937937 K, 937937 Sectors, 937937 Bytes
    Estimated Transmission Time 937937 minutes, 937937 seconds
    Send several Control-X characters to cancel
****
                       Figure 2.10.4-8

l. If KERMIT transfer was chosen, the following will be displayed on
screen:

****
BEGINING FILE DOWNLOAD:
Remember to set parity to SPACE
Escape back to your local system and give a RECEIVE command...
****
                       Figure 2.10.4-9

m. To receive the data, set the communications to receive mode.
Using Enable, this is done by depressing PF10 which will bring up a
selection menu. From the selection menu, select FILES. This can be
done by using the arrow keys to highlight FILES and then depressing
ENTER, or by simply depressing F. After this selection is made, another
selection list will be displayed. From this list, select RECEIVE. Once
this entry is made, a prompt to select protocol will appear. From this
list, select the protocol which matches your selection in Figure 2.10.4-
7. Finally, a prompt for the target file name will be displayed. For
this selection, enter the full path and the name to give the downloaded
file. For example, a response of C:\COMPASS\DATA\NBN32.LZW would result
in the compressed file being downloaded the directory C:\COMPASS\DATA
and the file would be named NBN32.LZW. The file name can be any name
that the user desires, but it must have a <.lzw> extension for the
downloaded data to be compatible with COMPASS. It is recommended that
the target file and source file be named the same for consistency. Once
all of these entries are made, the following status screen will be
displayed:

    To cancel your communications request, depress ESC:

```
**********************************************************************


                    Data is being received



  -------------------------------------------------------------------
        Block ##### received,                ##### errors detected
**********************************************************************
                         Figure 2.10.4-10
```

   n. When the transmission of the data file is complete, the program
will look to see if an updated version of COMPASS is available for you.
If an updated version of compass exists on the file server to which you
have just connected, Figure 2.10.4-11 will be displayed.

```
**********************************************************************
     XMODEM Version 3.9 (November 1990) -- UNIX-Microcomputer File
       Transfer
     Facility
     File/compass/comptest/lzws/car001.lzw Ready to SEND in binary mode
     Estimated File Size 1K, 1 Sectors, 37 Bytes
     Estimated transmission time 1 second
     Send several Control-X characters to cancel
**********************************************************************
                         Figure 2.10.4-11
```

   o. This message informs you that the File CAR001.LZW is ready for
download. This file is a compressed version of the COMPASS executable.
After this message is displayed, you need to switch your communications
to receive mode. You will then be prompted for the protocol to use, and
the path/file name to use for this download. The path you select MUST
be the path to where your COMPASS data resides on your PC. The file name
you select MUST be CAR001.LZW. For example, if your data files are in
the directory C:\COMPASS\DATA, you would specify C:\COMPASS\DATA\
CAR001.LZW as the path/file name where this file should be downloaded.

NOTE: Refer to the text following Figure 2.10.4-9 above for details on
switching to receive mode, selecting protocols, and specifying a
path/file name.

   p. After CAR001.LZW is transferred, Figure 2.10.4-12 will be
displayed.

```
**********************************************************************
     File /compass/comptest/lzws/overlay.lzw Ready to SEND in binary mode
     Estimated File Size 1K, 1 Sectors, 37 Bytes
     Estimated transmission time 1 second
     Send several Control-X characters to cancel
**********************************************************************
                         Figure 2.10.4-12
```

q. This message informs you that the File OVERLAY.LZW is ready for download. This file is a compressed version of the overlay file which must accompany the COMPASS executable. After this message is displayed, you need to switch your communications to receive mode.   You will then be prompted for the protocol to use, and the path/file name to use for this download. The path you select MUST be the path to where your COMPASS data resides on your PC. The file name you select MUST be OVERLAY.LZW. For example, if your data files are in the directory C:\COMPASS\DATA, you would specify C:\COMPASS\DATA\OVERLAY.LZW as the path/file name where this file should be downloaded.

r. After OVERLAY.LZW is transferred, Figure 2.10.4-13 will be displayed.

```
*********************************************************************
    XMODEM Version 3.9 (November 1990) -- UNIX-Microcomputer File
      Transfer
    Facility
    File /compass/comptest/lzws/update.exe Ready to SEND in binary mode
    Estimated File Size 1K, 1 Sectors, 47 Bytes
    Estimated transmission time 1 second
    Send several Control-X characters to cancel
*********************************************************************
```
                         Figure 2.10.4-13

s. This message informs you that the File UPDATE.EXE is ready for download. This file is a file which informs the PC application that their is a new version of compass available for your use. After this message is displayed, you need to switch your communications to receive mode. You will then be prompted for the protocol to use, and the path/file name to use for this download. The path you select MUST be the path to where your COMPASS data resides on your PC. The file name you select MUST be UPDATE.EXE. For example, if your data files are in the directory C:\COMPASS\DATA, you would specify C:\COMPASS\DATA\ UPDATE.EXE as the path/file name where this file should be downloaded.

t. After this file has been successfully transferred, Figure 2.10.4-14 will be displayed.

```
*********************************************************************
            New PC programs transferred

            Press <RETURN> to continue.
*********************************************************************
```
                         Figure 2.10.4-14

NOTE: If you download one of the three files above (CAR001.LZW, OVERLAY.LZW, and UPDATE.EXE), you MUST download all of them.

u. If there was not an update to the Pc programs available when you performed the dial in download, Figures 2.10.4-11, 2.10.4-12, and 2.10.4-13 will not be displayed. Instead, the message shown in Figure 2.10.4-15 will be displayed after the transmission of the data file is completed.

```
*************************************************************************
                    Press <RETURN> to Continue.
*************************************************************************
                          Figure 2.10.4-15
```

   v.   After Figure 2.10.4-14 or 2.10.4-15 is displayed, depress <RETURN>
and the COMPASS FILE TRANSFER MENU (Figure 2.10.4-6) will be displayed.
At this point the user can continue with other processing, or depress x
to exit from this menu.   After exiting from this menu, depress PF10.
This will bring up a selection menu within enable. From this menu,
select DISCONNECT. Next, answer the question ARE YOU SURE? with YES.
Finally, answer the question DO YOU WISH TO SAVE ANY CAPTURED DATA? with
your preference. After these entries are made, the communications
between the PC and the file server will be disconnected and the main
enable menu (Figure 2.10.4-4) will be displayed. Exit enable by
selecting RETURN TO DOS.

2.10.4.2   ZSTEM DIAL-UP

   a.   This section will explain the process of connecting to the file
server and downloading data using ZSTEM.

   b.   The first step is to start zstem. After zstem comes up, depress
BREAK to bring up the following prompt:

     Select Service?

   c.   Enter the name of the service to which a connection is needed.
That is, enter the name of the server. After this entry is made, the
user will be prompted for a login and a password for the selected
service. After a valid login and password are entered, the server's
main menu will be displayed. One of the options from this menu will be
COMPASS DOWNLOAD. Select this menu option. The result of this
selection will be the display of the COMPASS FILE TRANSFER MENU which is
shown in Figure 2.10.4-6 above. From this point on, the steps to
process the file transfer are the same as those described in the enable
dial in section above with the exception of setting the communications
to receive mode. To receive the data, set the communications to receive
mode. In ZSTEM, this is done by depressing ALT (or whatever key
combination used by the version of zstem in use) to get to the zstem
prompt. At the prompt, key xmodem. This will produce a selection list.
Select RECEIVE from this list. After receive is chosen, a prompt for
file specification will appear. Enter the full path and the name to
give the downloaded file. For example, a response of C:\COMPASS\DATA\
NBN32.LZW would result in the compressed file being downloaded the
directory C:\COMPASS\DATA and the file would be named NBN32.LZW. The
file name can be any name that the user desires, but it must have a
<.lzw> extension for the downloaded data to be compatible with COMPASS.
It is recommended that the target file and source file be named the same
for consistency. Once the file specifications are entered, the
transmission will be started. When the transmission of the data file is
complete, the program will look to see if an updated version of COMPASS
is available for you. If an updated version of compass exists on the
file server to which you have just connected, Figure 2.10.4-11 will be
displayed and the update process will execute just as it was described
in the text which follows Figure 2.10.4-11.

d. When the transmission of the file(s) is complete, the screen shown
in Figure 2.10.4-15 will be displayed.

    e. Depress RETURN and the COMPASS FILE TRANSFER MENU (Figure 2.10.4-
6) will be displayed. At this point the user can continue with other
processing, or depress x to exit from this menu. After exiting from
this menu, the server's menu will be displayed again. The user can then
exit from the server, by selecting the logout option from this menu.

2.10.5 SYSTEM ERROR MESSAGES AND DESCRIPTIONS

    a. In the event that the current environment on the user's PC is not
set up as COMPASS requires it to be, the following error message will be
displayed:

```
**********************************************************************
                           Undefined Expression
**********************************************************************
```
                           FIGURE 2.10.5-1

    b. This error will occur in the event that:

     1 - A data file or index is missing from the default database.

     2 - An invalid data path is specified in the default settings.

     3 - The CONFIG.SYS file does not include the following:
          files = 30 (or other number greater than 30)
          buffers = 20 (or other number greater than 20)

    c. If this error occurs, contact your local computer help facility or
DSDC-AF.

2.10.6 COMPASS VARIABLE NAMES

    a. The names of the COMPASS datafields are not the same as those used
by the MOCAS system. The following table is a listing of the field
names (acronyms) used by the program and its corresponding description.

FIELD NAMES	FIELD DESCRIPTIONS
CAGE	CAGE CODE
FY	FISCAL YEAR THE CONTRACT WAS MADE
TD	TERMINAL DIGITS
BA	SIX POSITION BUYING ACTIVITY CODE
DEPT	SERVICE CODE (i.e. A = ARMY, F = AIR FORCE)
ORG	ORGANIZATION CODE
PART	CAR PART (i.e. A, B, OR C)
OBLIGAMT	OBLIGATED AMOUNT OF THE CONTRACT
TY	TYPE OF PROCUREMENT INSTRUMENT
SER	SERIAL NUMBER
CALL	SIX POSITION SPIIN USED ON REQUIREMENT CONTRACTS AND BASIC ORDERING AGREEMENTS
PREPDT	DATE PREPARED
CLSCNDGP	CONTRACT CLOSING CONDITION GROUP

FIELD NAMES	FIELD DESCRIPTIONS
CLSTMGP	CONTRACT CLOSING TIME GROUP
CRITDSCD	CRITICALITY DESIGNATOR CODE
FSTPAYCD	FAST PAY CODE
MPAYOFIN	MULTIPLE PAYING OFFICE INDICATOR
PAYGOFC	PAYING OFFICE
ADRSIND	NAME AND ADDRESS INDICATOR
REMITADR	REMIT TO ADDRESS
ADRSLN1	CONTRACTOR NAME - ADDRESS LINE 1
ADRSLN2	CONTRACTOR ADDRESS - ADDRESS LINE 2
ADRSLN3	CONTRACTOR ADDRESS - ADDRESS LINE 3
ADRSLN4	CONTRACTOR ADDRESS - ADDRESS LINE 4
ADRSLN5	CONTRACTOR ADDRESS - ADDRESS LINE 5
ADRSLN6	CITY - STATE - ZIP - ADDRESS LINE 6
TOTAMTCT	TOTAL AMOUNT OF THE CONTRACT
OTOBLAMT	OTHER OBLIGATED AMOUNT
ULOAMT	UNLIQUIDATED AMOUNT
ULOAMTPP	UNLIQUIDATED AMOUNT OF PROGRESS PAYMENTS
DISCIND	DISCOUNT INDICATOR
DISCPCT1	DISCOUNT PERCENTAGE 1
DISCDAY1	DISCOUNT DAYS 1
DISCPCT2	DISCOUNT PERCENTAGE 2
DISCDAY2	DISCOUNT DAYS 2
DISCDAYN	DISCOUNT DAYS NET
DISCINDO	DISCOUNT INDICATOR OTHER
SPCODES	SPECIAL PROVISION CODES
QTYVAROV	QUANTITY VARIANCE OVER
QTYVARUN	QUANTITY VARIANCE UNDER
ADVPYAUT	ADVANCE PAYMENT AUTHORIZATION
PAYCURN	PAYMENT CURRENCY
IBOPIND	INTERNATIONAL BALANCE OF PAYMENTS INDICATOR
IBOPPCT	INTERNATIONAL BALANCE OF PAYMENTS PERCENTAGE
IBOPCNCD	INTERNATIONAL BALABCE OF PAYMENTS COUNTRY CODE
IBOPCTCD	INTERNATIONAL BALANCE OF PAYMENTS CATEGORY CODE
WIPCEIL	WORK IN PROCESS CEILING
WIPPAYMT	WORK IN PROCESS PAYMENT AMOUNT
WIPRCOUP	WORK IN PROCESS RECOUPEMENT
FWIPPAYT	FOREIGN MILITARY SALES WORK IN PROCESS PAYMENT PERCENTAGE
FWIPCOUP	FOREIGN MILITARY SALES RECOUPMENT PERCENTAGE
FEEAMT	FEE AMOUNT
CSTAMT	COST AMOUNT
AFOAACOA	AFO AUDITOR - ACO APPROVAL CODE
MRVUCONT	MANDATORY REVIEW OF CONTRACTS
FOBDESEV	FOB DESTINATION/EVIDENCE OF SHIPMENT REQUIRED
FOBMINSZ	FOB DESTINATION MINIMUM SIZE SHIPMENT
HRDCPYRI	HARD COPY RECEIPT INDICATOR
FRTCHGAU	FREIGHT CHARGES AUTHORIZED
PKGCHGAU	PACKAGING CHARGES AUTHORIZED
MAXSHPWT	MAXIMUM SHIPPING WEIGHT
LQDDAMIN	LIQUIDATED DAMAGES INDICATOR
RYLTYTEC	ROYALITY OR TECHNICAL DATA CLEARANCE
SPCLTOOL	SPECIAL TOOLING
WHLDCD	WITHHOLD CODE
FRSTASAM	FIRST ARTICLE ASSIGNMENT

FIELD NAMES	FIELD DESCRIPTIONS
FRSTARDT	FIRST ARTICLE DATE - DATE OF APPROVAL OR DUE DATE FOR TEST
NCLELPAY	NON CLIN ELIN PAYMENT PROVISIONS
FINACTCD	FINANCIAL ACTION CODE
SHPDTFIN	FINAL SHIPMENT DATE
ADMINBY	ADMINISTERED BY
ISSDBY	ISSUED BY
SEC	SECTION
CLRKCD	CLERK CODE - RGS CODE
CCNINDSX	THIS VARIABLE IS FOR PROCESSING PURPOSES ONLY (LINK FILE)
PROPINDS	GOVERNMENT PROPERTY INDICATOR
CNTCLSDT	CONTRACT CLOSING DATE
PROCINDT	DATE OF LAST SHIPMENT RECORD ACTION
ACTNDT	ACTION DATE
ACO	ADMINISTRATIVE CONTRACTING OFFICER CODE
ASGMCD	ASSIGNMENT CODE
TRANS	TRANSACTION CODE
CONTRFAC	CONTRACTOR'S FACILITY
CNTRRTYP	CONTRACTOR TYPE
CONTNAME	CONTRACTOR NAME
EFFDT	EFFECTIVE DATE (MUST BE JULIAN)
DTRCVD	CONTRACT RECEIVED DATE
FDDSCHED	FINAL DELIVERY SCHEDULE DATE
ECDIND	ESTIMATED CLOSING DATE
NOUN	IN THE CLEAR NOUN FOR CONTRACT
UNLTRL	UNILATERAL CONTRACT CODE
CAT	CONTRACT KIND
TYPE	CONTRACT TYPE
COMCD	QA RESPONSIBILITY GROUPING CODE
VE	VALUE ENGINEERING INDICATOR
SECCLASS	SECURITY CLASSIFICATION
PINCHNIN	PRIME PIIN
INDSPEC	INDUSTRIAL SPECIALIST CODE
PROPADM	PROPERTY ADMINISTRATOR CODE
DMSRTG	DEFENSE PRIORITY SYSTEM RATING
PRODSV	PRODUCTION SURVEILLANCE CODE
INSACCPT	INSPECTION ACCEPTANCE CODE
BUYACT	TWO POSITION BUYING ACTIVITY CODE
CAFUNCT1	FUNCTIONAL LIMITATIONS - QUALITY ASSURANCE
CAFUNCT2	FUNCTIONAL LIMITATIONS - PRODUCTION
CAFUNCT3	FUNCTIONAL LIMITATIONS - PAYMENT
CAFUNCT4	FUNCTIONAL LIMITATIONS - PROPERTY
CAFUNCT5	FUNCTIONAL LIMITATIONS - TRANSPORTATION
CAFUNCT6	FUNCTIONAL LIMITATIONS - ACO
SUPPCD	SUPPRESSION CODE
ADTALRT	AUDIT ALERT
ACALRT49	ACO ALERT - LIMITATION OF COST OR FUNDS
ACTDTNLA	ACTION DATE - NLA
CCINDS	CONTRACT COMPLETION NOTICE INDICATORS
FNLPAYDT	FINAL PAY DATE
SUBVCHNO	SUB VOUCHER NUMBER, FINAL PAYMENT
PINVCD	INTERFACE CODE (INDICATOR FOR BATCH PROCESSING)
PINSPIN	CONTRACT NUMBER INCLUDING BOTH PIIN AND SPIIN
CANCELED FUNDS	THE AMOUNT OF THE UNLIQUIDATED DOLLARS (ULO) THAT HAS BEEN CANCELED TO DATE

CHAPTER 11 TERMINATION AUTOMATED MANAGEMENT SYSTEM (TAMS)

CHAPTER TABLE OF CONTENTS

APPENDICES

APPENDIX A (LETTERS AND MODIFICATIONS)

APPENDIX B (REPORTS)

APPENDIX C (MICROSOFT WORD TEMPLATE)

CHAPTER 11 TERMINATION AUTOMATED MANAGEMENT SYSTEM (TAMS)

2.11.1 CHAPTER OVERVIEW

   This chapter contains information on the Termination Automated
Management System (TAMS) developed by DLA Systems Design Center,
Columbus, Ohio. TAMS provides an automated method to track terminated
contracts and provide necessary reports based on this data.

2.11.1.1 PURPOSE OF THE USER'S MANUAL

   a. The purpose of this working documentation is to provide procedural
instructions for the users of TAMS. This manual will assist users by
providing adequate information on how to operate all aspects of this
package. Included in this manual are sections written in detail to
provide guidance to management and functional users of TAMS in:

      (1) The overall system description and capabilities.

      (2) The procedures on how to initiate the programs.

      (3) The descriptions of system input requirements.

      (4) The descriptions of system outputs: hard copy and inquiry.

      (5) The description of processing errors and correction procedures.

      (6) The description of special processing procedures.

   b. This manual is organized into key sections as depicted on the
Table of Contents. Each subject addressed on the Table of Contents can
be found at the appropriately referenced section.

   c. This manual is provided for information and references only. Any
questions or suggestions concerning this manual should be addressed to
DLA SYSTEMS DESIGN CENTER, DSDC-RDAO: Jacqui Gandy, DSN 850-8333,
jgandy@dsdc.dla.mil.

2.11.1.2 BACKGROUND

   The TAMS project provides online visibility of contracts which were
terminated for the convenience of the government. The TAMS environment
will utilize client/server GUI (Graphical User Interface) technology to
replace the existing character based user interface. TAMS will also
provide faster and more flexible data access solutions to our customers
at a much lower annual operating cost.

2.11.1.3 EQUIPMENT USED

   a. Hardware and Software:

      (1) An HP-UX operating system 9.9 or higher.

      (2) Ability for the client machines to connect to the server via a TCP/IP Wide Area Network (WAN).

      (3) A processor consisting of a HP-9000 model 877 or higher with seven 1.35 GB (gigabyte) disk drives and 192 MB (megabyte) RAM.

      (4) A storage media consisting of seven 1.35 GB external disk drives and an internal tape unit.

      (5) Input/Output devices including an internal tape unit, fourteen 1.35 GB disk drives, and an internal 3.5" diskette.

      (6) A 486 based client with 33 mhz and 16 meg of RAM or higher.

      (7) Video Graphics Array (VGA) Standard Monitor.

      (8) VGA display Adapter.

      (9) A mouse.

      (10) Two hundred-twenty megabytes free hard disk space.

      (11) Laser printer with a Network Card (HP 4m W/NIC,W/4meg of memory).

      (12) Windows 3.1 or higher with Microsoft Mail or Windows for Workgroups.

      (13) Local Area Network (LAN) access to DLANet.

      (14) SQLNET 2.1.

      (15) VISION:Data 2.3.

      (16) VISION:Manage 2.0.

      (17) ObjectView 3.2.

      (18) ORACLE 7.1.3.0 or higher.

      (19) Microsoft Word 6.0 or higher.

   b. VISION:Data is needed for TAMS 3.0 to interface with the data base. With VISION:Data global query, reporting access and TAMS data assets are accessible and integrated. VISION:Manage helps data base administrators manage, monitor, and coordinate multiplatform access to the TAMS 3.0 data base. Additionally, VISION:Manage helps data base administrators centrally control access to data bases, translate data base language into end-user business terms and maintain data base integrity and network performance. Users are provided with immediate query and reporting capabilities with VISION:Data and then implement the controls available through VISION:Manage as required.

c. VISION:Manage collects information on end-user access activity, generates usage statistics, and produces summary-level and detailed reports for the administrator. This information helps the user to quickly understand data access patterns and identify activity, such as large queries and heavy traffic periods, that can cause performance problems.

d. All data files have been formatted by DSDC and, after being loaded onto the system, are ready to accept input records.

e. This system is designed to run on a Local Area Network (LAN).

2.11.1.4 TERMS AND ABBREVIATIONS

ALT	Alternate Key
CAPS LOCK	Capitalization Lock
DCAS	Defense Contract Administration Service
DCMAO	Defense Contract Management Area Operations
DCMD	Defense Contract Management Districts
DCMC	Defense Contract Management Command
DCMCI	International (DCMC)
DFARS	Defense Federal Acquisitions Regulations Supplement
DLA	Defense Logistics Agency
DLAH	Defense Logistics Agency Handbook
DLAM	Defense Logistics Agency Manual
DoD	Department of Defense
DSDC	DLA Systems Design Center
EXE	Executable program
FAR	Federal Acquisition Regulations
IE:Advantage	Software used to create the TAMS Data Model
LAN	Local Area Network
LAP	Time Lapse Between Specified Periods
MOCAS	Mechanization of Contract Administration Services
MS DOS	Registered Trademark of Microsoft
ORACLE	Software used to create the TAMS Process Model
PrtSc	Print Screen
SSC	Settlement Status Code
SRB	Settlement Review Board
TAMS	Termination Automated Management System
TAMS 3.0	Termination Automated Management System Version 3.0

2.11.2 SPECIAL PROCESSING PROCEDURES

2.11.2.1 SCREEN PRINTING

If at any time during the operation of the system a print of all data appearing on the screen is desired, it can be accomplished by depressing the Print button. Ensure the printer has paper. Screen printing can be very useful if a copy of an entry screen and the displayed data is desired, or to obtain a hard copy record of an online inquiry with the data displayed.

2.11.2.2 PRINT LETTERs/MODs

The LETTERs and MODs are produced as Word 6.0 documents by selecting them from the appropriate ObjectView screens. Once the document is produced, you can treat it as any other Word 6.0 document: saving it or printing it.

2.11.2.3 PRINT ONLINE HELP (TAMS 3.0 HELP)

   a. The TAMS 3.0 application was converted to a PC based Graphical
User Interface (GUI). The GUI application presents the information in a
standardized format, using icons, windows, menus, toolbars, push
buttons, and mouse point and click technology.

   b. The HELP interfaces with Microsoft Windows 3.1 and allows letters
and reports to be created and printed using Microsoft Word 6.0. TAMS
3.0 HELP utility was designed for easy use within this GUI-based
application.

   c. The TAMS 3.0 HELP utility can also be printed for use as a
reference manual. To print, select FILE AND PRINT TOPIC from the Menu
bar and select ALL TOPICS WITHIN THE HELP UTILITY CAN BE PRINTED IN
ALPHABETICAL ORDER, ONE TOPIC AT A TIME.

2.11.2.4 PRINT USER'S MANUAL

   This DLAM 8000.3 (USER's MANUAL) has been included in the installation
under Microsoft Word 6.0. These files are: TAMS1067.DOC (Screens and
TAMS Data Base), TAMS2067.DOC (Letters/Forms and Mods), and TAMS3067.DOC
(Reports and Descriptions). Select each document and print it. You
will need to print each of these three parts individually, or create a
master file and insert all three files as Insert Subdocuments under
Microsoft Word 6.0.

2.11.3 RESTRICTED DATA

   a. GENERAL

   The restricted data function is designed to allow TAMS Users to access
the following screens (i.e., Read, Insert, Update, and Delete):

   b. FOR DOCKET

	DOC	POC	SETTLE	INV	CONTR	TERMN ITEMS	FUNDS	PROP	SUPP
TCO	RU	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU
CTS	RU	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU
SUPERVISOR	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU
TAMS ADMINISTRATOR	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD
GUEST	R	R	R	R	R	R	R	R	R
DISTRICT LIAISON	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD
HQ REPRESENTATIVE	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD	RUD
CLERK	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU	RIU

c. FOR CUSTOMER

	KTR SUBKTR PROPERTY	DOD/NON-DOD BUY ACT	PLCO TSOB	PRICING LEGAL TECHNICAL	CAO DCAA INTERNATIONAL	SRB DFAS
TCO	R	R	R	RIUD	RIUD	RIUD
CTS	R	R	R	RIUD	RIUD	RIUD
SUPERVISOR	RIUD	RIUD	R	RIUD	RIUD	RIUD
TAMS ADMINISTRATOR	RIUD	RIUD	RIUD	RIUD	RIUD	RIUD
GUEST	R	R	R	R	R	R
DISTRICT LIAISON	RIUD	RIUD	RIUD	RIUD	RIUD	RIUD
HQ REPRESENTATIVE	RIUD	RIUD	RIUD	RIUD	RIUD	RIUD
CLERK	RIUD	RIUD	R	RIUD	RIUD	RIUD

d. FOR USER, MEMO, QUERY, HELP, AND TABLES

	USERS		MEMO	QUERY	HELP	TABLES
	SECURITY	INFORMATION				
TCO	N	R	R	R	R	R
CTS	N	R	R	R	R	R
SUPERVISOR	N	R	R	R	R	R
TAMS ADMINISTRATOR	RIUD	RIUD	R	R	R	R
GUEST	N	R	R	R	R	R
DISTRICT LIAISON	RIUD	RIUD	R	R	R	R
HQ REPRESENTATIVE	RIUD	RIUD	R	R	R	RIUD
CLERK	N	R	R	R	R	R

2.11.4 INPUT DESCRIPTIONS AND PROCEDURES

2.11.4.1 GETTING STARTED

  a. GENERAL

     (1) The purpose of this logon screen is to allow an authorized user
access into the TAMS.

     (2) When using TAMS, the user must first log on. A logon screen as
shown in Figure 2.11.4-1 will appear and ask for a username and
password.

  b. SCREEN FORMAT

Figure 2.11.4-1

c. INPUT INSTRUCTIONS FOR SIGN ON SCREEN

    (1) Data must be entered in accordance with the following Getting Started screen:

        (a) Username: Enter user's ID (maximum of eight positions alphanumeric).

        (b) Password: Enter user's password (maximum of eight positions alphanumeric).

NOTE:

    (2) Users must be authorized before they will be allowed to access the TAMS.

    (3) Each Logon ID, must be unique and have at least seven characters.

    (4) Each Password, must have at least six characters.

        (a) Each password must contain at least two alphabetic characters and at least one numeric or special character. In this case, ALPHABETIC means upper case and lower case letter.

        (b) Passwords must contain at least one embedded numeric or special character.

        (c) Each password must differ from the user's logon ID. For comparison purposes, an upper case letter and its corresponding lower case equivalent are treated as identical.

        (d) New passwords must differ from the old one by at least three characters. For comparison purposes, an upper case letter and its corresponding lower case equivalent are treated as identical.

        (e) A password shall have a minimum lifetime of one day and a maximum of 180 days. A user shall be notified that their password will soon expire, and that it should be changed. If the password does expire, the user's logon ID shall be set to force a password change at the next logon.

    (5) PUSH BUTTONS:

BUTTON	ACTION
CHANGE PASSWORD	Click this button to change password.
EXIT	Click this button to display a Yes or No verification box.
	The TAMS application will close if the Yes button is depressed or will return to the previous screen if the No button is depressed.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Username	Please enter a valid Username.	Invalid User
Password	Please enter a valid password.	Invalid Password
Password	SQL ERROR may appear: Unable to connect to Server.	Invalid Password/ USER
Change Password	Your password has been successfully changed.	Successful
Change Password	Your password has not been changed.	Unchanged

e.   SCREEN/DATA BASE COLUMN INFORMATION

   None.

2.11.4.2 TERMINATION MASTER MENU - TAMSMAIN

a.   GENERAL

   (1) Figure 2.11.4-2 is the TOOLBAR format for the Contract Termination Main Menu. The main menu provides options for saving the changes, inserting pop-up windows, searching for a docket number, and selecting a Docket, Customer, Memo, Tables, Users, and Query.

   (2) After signing on from the Logon screen, this TOOLBAR as shown in Figure 2.11.4-2, will be displayed for the user. The user may then select an appropriate button.

b.   SCREEN FORMAT

Figure 2.11.4-2

c.   INPUT INSTRUCTIONS

   (1) BUTTONS:

      (a) SAVE: Click this button to Save the changes made.

      (b) INSERT: Click this button to display the Insert pop-up window.

      (c) SEARCH: Click this button to display the Search pop-up window.

      (d) DOCKET: Click this button to display the Insert/Update Docket Detail screen.

(e) CUSTOMER: Click this button to display the Customer Menu screen.

(f) MEMO: Click this button to display the Memo Menu screen.

(g) TABLES: Click this button to display the Validation Tables Menu screen.

(h) USERS: Click this button to display the Users screen.

(i) QUERY: Click this button to display the Query screen.

(2) The following identifies the screens displayed when one of the specified buttons is depressed:

BUTTON	SCREEN NUMBER	SCREEN DESCRIPTION
DOCKET	TAMSDD01	Insert/Update Docket Detail
CUSTOMER	TAMSCU01	Customer Information Menu
MEMO	TAMSCM01	Create Memo Menu
TABLE	TAMSTB01	Validation Table Menu
USERS	TAMSUS01	Users
QUERY	TAMSQY01	Report/Query Menu

d. ERROR MESSAGES

None.

e. SCREEN/DATA BASE COLUMN INFORMATION

None.

2.11.4.3 INSERT/UPDATE DOCKET DETAIL - TAMSDD01

a. GENERAL

(1) The purpose of the Insert/Update Docket Detail screen is to establish, update, and delete the information related to a docket.

(2) Click the Docket button from the TOOLBAR to display the Insert/Update Docket Detail screen or select the Menu Bar option Functions: Docket as shown in Figure 2.11.4-3.

b. SCREEN FORMAT

Figure 2.11.4-3

c. INPUT INSTRUCTIONS FOR INSERT/UPDATE DOCKET DETAIL - TAMSDD01

(1) Data must be entered in accordance with the following Insert/ Update Docket Detail:

DOCKET NO   Docket number is a mandatory alphanumeric field consist-
                 ing of nine positions. Position 1 is input by the user
                 and may be an A, F, H, L, M, N, O, S, or Z, indicating a
                 specific service designator. Service designators are as
                 follows:

                   A - ARMY
                   F - AIR FORCE
                   H - OTHER DoD
                   L - DLA
                   M - MARINE CORP
                   N - NAVY
                   O - NON DoD ACTIVITY
                   S - NASA
                   Z - COAST GUARD

                 Positions 2 through 9 are system generated. Positions
                 2 and 3 indicate the fiscal year. Positions 4 through 7
                 are the system generated SERIAL NO. Positions 8 and 9
                 are based on the Users organization short name.

                 NOTE: If a DOCKET NO is canceled, it will not be used.

CPIT   CPIT is a user input field identifying the Contract Price
                 of Items Terminated (CPIT) and is calculated as follows:

                   a. CPIT = Sum of Terminated Line Item Prices for Firm
                 Fixed Price contracts.

                   b. CPIT changes if T/C changes from partial to
                 complete (Total Cost basis).

                   c. CPIT for complete T/C Cost Type contracts = Funded
                 value of the contract.

                   d. CPIT on Partial T/C Cost Type contracts = Funded
                 value of terminated portion of contract (this amount is
                 most often estimated).

                   e. CPIT is a mandatory field when the Docket Closed
                 Date is entered, and obligated Contract Amount is greater
                 than or equal to CPIT. This is a mandatory maximum
                 14-position numeric, including two decimal positions.

COMPLEXITY   The Complexity Code is an optional 1-digit numeric field
CODE   from 1-9 detailing the complexity of the case. It is
                 optional until a Docket Closed Date is entered and the
                 CPIT is not null. Valid complexity code selections are:

                 Before Proposal Receipt:

                   1 - CPIT under $100,000.
                   2 - CPIT exceeds $100,000.

After TCO Review or Receipt of Proposal:

Low Complexity

3 - Proposal under $25,000.
4 - Proposal between $25,000 and $100,000 - No audit
    required.

Medium Complexity

5 - Proposal under $200,000 - EAC after partial T/C
    and/or contract changes involved. All assist
    actions.
6 - FPIF/CPIF partial terminations with proposal
    under $250,000.
7 - Proposals $100,000 to $1 million - prime and subs
    require audit - No settlement review board
    action required on subs.
8 - Proposals $250,000 to $2 million where no more
    than two subcontract settlements and prime
    require settlement review board action.

High Complexity

9 - Proposals $250,000 to $10 million with numerous
    subcontract settlements requiring settlement
    review board action or Proposals over $10
    million or High visibility programs, claims in
    litigation and special circumstances.

SETTLEMENT STATUS CODE (SSC)	The Settlement Status Code is a system generated code which indicates the status of the termination settlement actions. Valid codes are A through N and are defined as follows:

A - docket established
B - initial conference
C - proposal expected
D - interim proposal received
E - final proposal received
F - audit requested
G - contractor vouchering cost
H - audit received
I - negotiations initiated
J - negotiations completed
K - proposed settlement to Settlement Review Board(SRB)
L - modification to contractor
M - unilateral determination issued
N - docket closed

CONTRACT NO	The Contract SPIIN Number is a maximum 21-position alphanumeric mandatory field (including -) which uniquely identifies a specific contract. If position 18 is entered, 19-21 cannot be blank.
AIR FORCE DOCKET NO	A docket number is provided by the Air Force if the first position of the Docket No is F.

CAGE/   The CAGE/Contractor (Mandatory) indicates a specific
CONTRACTOR   contractor by CAGE code and full name. CAGE refers to a
                     user input five digit contractor code, formerly known as
                     a FSCM. The Contractor identifies, by name, the
                     contractor associated with the CAGE Code.

                     You must select a Contractor from the drop-down list box.
                     Once selected, the contractor's corresponding CAGE Code
                     will appear to the left of the Contractor's name.

                     NOTE: If a CAGE/Contractor does not exist, it must be
                     entered through Customer Information Menu.

DoDAAC/   Department of Defense Activity Address is a maximum
BUYING   6-position alphanumeric code. BUYING ACTIVITY identifies
ACTIVITY   the full name of the purchasing Office. These are
                     mandatory fields.

TERMINATION   This field identifies the Termination Contracting Officer
CONTRACTING   assigned to settle the termination for convenience. This
OFFICER   is a mandatory field.
(TCO)
                     NOTE: For TCO to appear on this list, they must be
                     entered in the USERS screen with a position type of
                     Termination Contracting Officer.

CONTRACT   This field identifies the Contract Termination Specialist
TERMINATION   who works under the TCO. Select a CTS from the pull down
SPECIALIST   list.
(CTS)
                     NOTE: For CTS to appear on this list, they must be
                     entered in the USERS screen with a position type of
                     Contract Termination Specialist.

REMARKS   Remarks is a free form text field that allows the user to
                     enter 8 lines of information with 85 characters per line
                     describing the Convenience Termination Docket.

EFFECTIVE   The Effective Termination Date (Mandatory) is a user
TERMINATION   input field identifying the effective date of the
DATE   termination for convenience. It cannot be greater than
                     the Assignment Date.

TERMINATION   The Termination Type (Mandatory) is a user input field
TYPE   identifying whether a termination is complete or partial.

                       C = Complete
                       P = Partial

TERMINATION   The Termination Notice Received Date (Mandatory) is a
NOTICE   user input field identifying the date the termination
RECEIVED   notice was received by the Termination Settlement Office
DATE   (TSO). It must be greater than the Effective Termination
                     Date and must be less than or equal to the Assignment
                     Date.

ASSIGNMENT   The Assignment Date is the current system date generated
DATE   by the TAMS Application and must be greater than or equal
                    to the Termination Notice Received Date (Termn Ntc Rec'd
                    Date). This date should be three days from the termina-
                    tion for convenience notice received date.

                    The SSC field will display an A when the Assignment Date
                    is entered.

EFFECTIVE   The Effective Termination/Termination Notice Days Elapsed
TERMINATION/   is a derived field indicating the number of elapsed days
TERMINATION   between the Effective Termination Date and the date the
NOTICE DAYS   notice was received. This is a System generated field.
ELAPSED

TERMINATION   The Termination Notice/Assignment Days Elapsed is a
NOTICE/   derived field indicating the number of days that have
ASSIGNMENT   elapsed between the Termination Notice Received Date and
DAYS ELAPSED   the Assignment Date. This is a System generated field.

                    The number of days elapsed should ideally be no more than
                    three days.

INITIAL   The Initial Conference Date is a user input field which
CONFERENCE   identifies the date the first contact was made with the
DATE   contractor by the TCO. It must be greater than or equal
                    to the Effective Termination Date and less than or equal
                    to the System Date. When this field is entered, SSC will
                    change to a B.

TRANSFER   The Transfer Date In is a user input field which
DATE IN   identifies the date the Convenience Termination Docket is
                    received by a Termination Settlement Office (TSO) from
                    another TSO. It must be greater than or equal to
                    Transfer Date Out. It cannot be entered until Transfer
                    Date Out is entered. The Transfer Date Out is system
                    generated.

TRANSFER   The Transfer Date Out is a user input field which
DATE OUT   identifies the date the Convenience Termination Docket is
                    transferred from one Termination Settlement Office (TSO)
                    to another.

                    The Transfer 1598 must be printed before the Transfer
                    Date Out transaction is accomplished to allow tracea-
                    bility for the losing office.

                    A Transfer Date Out can only be entered on the Transfer
                    Docket screen which is only accessible to HQ and District
                    personnel.

OVERAGE   Overage Reason Code is an optional field and can be
REASON CD   selected from the drop-down list.

```
        (2) PUSH BUTTONS:

BUTTON                    ACTION

Save                      Click this button to Save the changes made.

Cancel                    Click this button to return the screen back to
                          the original format.

Exit                      Click this button to display a Yes or No
                          verification box.  The TAMS application will
                          close if the Yes button is depressed or will
                          return to the previous screen if the No button
                          is depressed.

POC                       Click this button to display the Point of
                          Contact Information pop-up screen.

Termn Itms                Click this button to display the Termination
                          Line Item Information pop-up screen.

Transfer                  Click this button to display the Transfer Docket
                          Screen (for District Admin and Headquarters
                          Representative user roles only).

Contract                  Click this button to display the Contract
                          Information pop-up screen.

Funds                     Click this button to display the Funds
                          Information pop-up screen.

Proposal                  Click this button to display the Proposal
                          Information pop-up screen.

Support                   Click this button to display the Support Menu
                          Information pop-up screen.

Invoice                   Click this button to display the Invoice/Payment
                          pop-up screen.

Settlement                Click this button to display the Settlement
                          Information pop-up screen.

    d.   ERROR MESSAGES

                  MESSAGES DISPLAYED
SCREEN FIELD      ON SCREEN                             ACTION/MEANING

Docket No.    Docket does not exist.              Invalid Entry

Docket No.    Docket not available.               Invalid Request

Docket No.    Docket already exists.              Invalid Entry

Docket No.    Contract Information is not          Docket not Selected
              available - Docket must be
              selected first.
```

```
                        MESSAGES DISPLAYED
SCREEN FIELD            ON SCREEN                           ACTION/MEANING

Docket No.      Terminated Line Item Information is   Docket not Selected
                not available - Docket must be
                selected first.

Docket No.      Release of Funds Information is       Docket not Selected
                not available - Docket must be
                selected first.

Docket No.      Proposal Information is not           Docket not Selected
                available - Docket must be
                selected first.

Docket No.      Settlement Information is not         Docket not Selected
                available - Docket must be
                selected first.

Docket No.      Invoice Information is not            Docket not Selected
                available - Docket must be
                selected first.

Docket No.      Support Information is not            Docket not Selected
                available - Docket must be
                selected first.

Docket No.      Point of Contact Information is       Docket not Selected
                not available - Docket must be
                selected first.

Complexity      Please enter a valid Complexity       Invalid Entry
Code            Code (i.e., 1-9).

Air Force       Please enter an Air Force Docket No.   Invalid Entry
Docket No.

Contract No.    Please enter a Contract No.           Invalid Entry

Contract No.    Please enter a valid Contract No.     Invalid Entry
                (i.e., only alphanumeric character)

Contract No.    The Contract No. must be at least     Invalid Entry
                16 characters.

Contract No.    Please enter a complete SPIIN.        Invalid Entry

Contract No     There is currently a Docket with      Duplicate Docket
                the same contract number and
                Effective Termn Date.  Is this
                correct?  Yes to continue.

CAGE Code       Please enter a valid CAGE Code.       Invalid Entry

DoDAAC          Please enter a valid DoDAAC.          Invalid Entry

DoDAAC          There are no Organizations that       Invalid Entry
                match the DoDAAC entered.
```

```
                    MESSAGES DISPLAYED
SCREEN FIELD        ON SCREEN                          ACTION/MEANING

TCO                 Please select a TCO.               Invalid Entry

Effective           Please enter a valid Effective     Invalid Entry
Termn Date          Termn Date.

Effective           The Effective Termn Date must be   Invalid Entry
Termn Date          less than or equal to the
                    Assignment Date.

Termn Type          Please enter the Termn Type.       Invalid Entry

Termn Type          The Termn Type must be either      Invalid Entry
                    C or P.

Termn Ntc           Please enter a valid Termn Ntc     Invalid Entry
Rec'd Date          Rec'd Date.

Termn Ntc           The Termn Ntc Rec'd Date must be   Invalid Entry
Rec'd Date          greater than or equal to the
                    Effective Termn Date.

Termn Ntc           The Termn Ntc Rec'd Date must be   Invalid Entry
Rec'd Date          less than or equal to the
                    Assignment Date.

Initial             The Initial Conference Date must   Invalid Entry
Conference          be greater than or equal to the
Date                Effective Termn Date.

Transfer            The Transfer Date In must be       Invalid Entry
Date In             greater than or equal to the
                    Transfer Date Out.

Transfer            The Transfer Date Out must be      Invalid Entry
Date Out            greater than or equal to the
                    Assignment Date.

CAGE                There are no Organizations that    Invalid Entry
                    match the CAGE entered.

Contractor          Please enter at least three        Invalid Entry
Name                characters of the Contractor name.

Contractor          An invalid character was entered   Invalid Entry
Name                in the Contractor field (i.e.,
                    single quote).

Contractor          No records found that match your   No Match
Name                criteria.

Buying              Please enter at least three        Invalid Entry
Activity            characters of the Buying Activity.

Buying              No records found that match your   Invalid Entry
Activity            criteria.
```

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Push Button	Transfer Information is not available - Docket must be selected first.	Docket not selected
Initial Conference Date	The Initial Conference Date cannot be greater than the System Date.	Invalid Entry
Effective Termn Date	The Effective Termn date cannot be greater than the Assignment Date.	Invalid Entry
Remarks	Your remarks exceed the maximum number of lines allowed of eight lines. Please adjust your remarks accordingly. If not adjusted, remarks will be deleted.	Remarks
Remarks	Your remarks on line number X exceed the maximum number of characters allowed per line of 85. Please adjust your remark accordingly. If not adjusted, your remark will be deleted.	Remarks
Delete a Docket	Error occurred during the delete. Please try again.	Error occurred during delete (Contact LAN Administrator)
Insert a Docket	An error occurred while inserting. Please try again.	Error on insert (Contact LAN Administrator)
Insert a Docket	An error occurred while accessing the Data Base.	Data Base Error (Contact LAN Administrator)
Update Docket	An error occurred during update, please try again.	Error during update (Contact LAN Administrator)
Effective Termn Date	An existing PIIN/SPIIN and Effective T/C Date already exists. Research duplicate and continue.	PIIN, SPIIN, and Effective Termn Date exist for different Docket No.

e. SCREEN/DATA BASE COLUMN INFORMATION

INSERT/UPDATE DOCKET DETAIL

FIELD NAME	TABLE NAME	TABLE COLUMN
Docket No	CNV_TMN_DKS	CTDK_DKT_NBR
CPIT	CNV_TMN_DKS	CTDK_CPIT_VL
CMPLX CD	CNV_TMN_DKS	CTDK_CMPLX_CD
SSC	CNV_TMN_DKS	CTDK_SETL_STATS_CD
Contract No	AGR	AGR_DOC_ID
Air Force Docket No	CNV_TMN_DKS	CTDK_ALT_ID
CAGE/Contractor	ORGS	ORG_ID, ORG_OMT_CD = 5
DoDAAC/Buying Activity	ORGS	ORG_ID ORG_OMT_CD = 1
TCO	PERSONS	PERS_LST_NM PERS_FRST_NM PERS_MDL_NM
CTS	PERSONS	PERS_LST_NM PERS_FRST_NM PERS_MDL_NM
Remarks	CNV_TMN_DKS	CTDK_REM
Effective Termn Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 17
Termn Type	CNV_TMN_DKS	CTDK_TRTY_CD
Termn Ntc Rec'd Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 7
Assignment Date	TRMN_EVNT_OCRNCS	TEO_DT, TREV_CD = 1
Effective Termn/Termn Nct Days Elapsed	system generated	Termn Ntc Rec'd Date – Effective Termn Date
Termn Ntc/Assignment Days Elapsed	system generated	Assignment Date – Termn Ntc Rec'd Date
Initial Conference Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 2
Transfer Date In	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 41
Transfer Date Out	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 42

2.11.4.4 POINT OF CONTACT INFORMATION - TAMSDO01

   a. GENERAL

      (1) The purpose of this screen is to create, update, display, or
   delete any information related to a person who is related to the
   specific docket.

      (2) Click the POC button from the Insert/Update Docket Detail screen
   to display the Point of Contact Information screen as shown in Figure
   2.11.4-4.

   b. SCREEN FORMAT

Figure 2.11.4-4

   c. INPUT INSTRUCTIONS FOR POINT OF CONTACT INFORMATION - TAMSDO01

      (1) Data must be entered in accordance with the following Point Of
   Contact Information:

POC Last Name   The Point of Contact (POC) Name is a maximum
                     30-position alphanumeric mandatory field which
                     identifies the full name of the point of
                     contact. This field can be selected from the
                     drop-down list of point of contact positions.
                     Enter the first four positions of the POC last
                     name to display all valid POCs beginning with
                     those four positions entered.

Position   Position refers to the job classification of
                     an individual within an organization. A
                     position must be selected from the drop-down
                     box.

Org Name   This field identifies the organization of the
                       point of contact. This is a maximum 30-
                       position alphanumeric mandatory field.

Office   Office identifies the physical location of the
                       point of contact and is a maximum 30-position
                       alphanumeric mandatory field.

E-Mail   This field indicates the point of contact's
                       electronic mailing address and is an optional
                       field.

Telephone/Ext   This field identifies the commercial telephone
                       number and extension of the point of contact.
                       These are optional fields: Maximum of 15-
                       position alphanumeric for a telephone number,
                       maximum of five position alphanumeric for an
                       extension.

DSN/Ext   This field indicates the DSN numbers and
                       extensions for the point of contact. These
                       fields are optional: Maximum of 15-position
                       alphanumeric for a DSN number, maximum of five
                       position alphanumeric for an extension.

FTS/ Ext   This field indicates the FTS numbers and
                       extensions for the point of contact. These
                       fields are optional: Maximum of 15-position
                       alphanumeric for a FTS number, maximum of five
                       position alphanumeric for an extension.

FAX   This field identifies the point of contact's
                       FAX number. This is an optional field:
                       Maximum of 15-position alphanumeric.

Left Arrow   This push button displays the previous POC.

Right Arrow   This push button displays the next POC. If
                       there is no more POC record, then the message
                       will pop-up and says: Please insert new/
                       additional Point of Contact.

POC __ of __   This option allows the user to specify the
                       desired scroll location. For example, if the
                       screen displays POC _1_ of _3_ by replacing 1
                       with 2 and tabbing of the field, the second
                       POC will be displayed.

    (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back
                       to the original format.

BUTTON	ACTION
Return	Click this button to return to the Insert/Update Docket Detail screen.
Print	Click this button to print the current screen.
Address	Click this button to display Point of Contact Address Information screen.
Update POC	Click this button to update the POC's name.

    d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
POC Last Name	Please Enter at least three characters.	Null Error
POC Last Name	Please enter a Point of Contact name in the POC field.	Null Error
POC Last Name	Point of Contact does not exist.	Does Not Exist
POC Last Name	Cannot select the same POC Name for multiple positions.	Duplicate POC
Org Name	Please enter at least three characters.	Null Error
Org Name	The Position and associated Org Name must be the same type.	Invalid Position/ Organization Match
Org Name	Please enter an organization value in the Organization field.	Null Error
Org Name	The position and associated Org Name must be of the same type.	Invalid Position/ Organization Match
Org Name	Invalid Organization entered in the Org Name field	Invalid Entry
Org Name	No records found that match your criteria.	No Match
Org Name	There are no Organizations that match to the DoDAAC entered. Please enter a valid Organization DoDAAC.	Invalid TSOB Entered
Position	Please select the User's position.	Null Error
Right arrow	Please insert new/additional Point of Contact.	Insert POC

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Left arrow	Can only scroll to the first record.	Invalid Request
Address	Point of Contact Information must be saved or exist prior to proceeding to the address information.	Invalid Request
Position	There is already a POC with the Position of x associated to the Docket.	Duplicate Position
Position	A Position must be selected.	Invalid Entry
POC	There are no POCs that match the POC ID entered. Please enter a valid POC ID.	Invalid POC ID entered
POC	Could not Find New Point of Contact.	Invalid Insert
Update POC Push Button	When updating the POC name, all Dockets associated to the current POC will also be updated. Are you sure you want to update?	Update POC
Insert POC	You are not authorized to insert a New Point of Contact.	Invalid Request
Office	Semicolons are invalid. Please remove semicolons.	Invalid Character

e.   SCREEN/DATA BASE COLUMN INFORMATION

POINT OF CONTACT INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
POC Name	PERSONS	PERS_LST_NM PERS_FRST_NM PERS_MDL_NM
Pos	POSITIONS	POS_ID
Org Name	PERSONS	PER_OFFICE
Office	PERSONS	PERS_OFFICE
Email	LOC	LOC_LOC_ID LOC_LTYP_CD = 3 LOC_ATYP_CD = 1
Telephone	TLPHN_LNS	TLL_ID TLL_TLT_CD = 6

FIELD NAME	TABLE NAME	TABLE COLUMN
Telephone Ext	TLPHN_LNS	TLL_EXT TLL_TLT_CD = 6
DSN	TLPHN_LNS	TLL_ID TLL_TLT_CD = 5
DSN Ext	TLPHN_LNS	TLL_EXT TLL_TLT_CD = 5
FTS	TLPHN_LNS	TLL_ID TLL_TLT_CD = 4
FTS Ext	TLPHN_LNS	TLL_EXT TLL_TLT_CD = 4
Fax	TLPHN_LNS	TLL_ID TLL_TLT_CD = 2

2.11.4.5 POINT OF CONTACT ADDRESS INFORMATION - TAMSDO02

   a. GENERAL

      (1) The purpose of this screen is to create, update, or display the address of any person entered in the Point of Contact Screen.

      (2) Click the Address button from the Point of Contact Information screen to display the Point of Contact Address Information screen as shown in Figure 2.11.4-5.

   b. SCREEN FORMAT

Figure 2.11.4-5

   c. INPUT INSTRUCTIONS FOR POINT OF CONTACT ADDRESS INFORMATION - TAMSDO02

      (1) Data must be entered in accordance with the following Point Of Contact Address Information:

Name	Name indicates the name of the point of contact and is a maximum 30-position alphanumeric mandatory display field.
Address	Address indicates the street address where the point of contact is located and is a maximum 80-position alphanumeric mandatory field.
City	City indicates the city where the point of contact is located and is a maximum 30-position alphanumeric mandatory field.

State	State indicates the state where the point of contact is located and is a maximum 2-position alphanumeric mandatory field.
	If the state field is blank and the country is Canada, a province must be entered.
ZIP	ZIP indicates the point of contact's ZIP Code and is a maximum 15-position alpha-numeric mandatory field. Alphas must be all caps.
Country	Country indicates the country location of the point of contact. If a state is entered, the Country field automatically defaults to United States. The Country can be select from the drop-down list box.
Province	Province indicates the province location of the point of contact if applicable. This is an optional alphanumeric field. If the Province field is entered, the applicable country must be selected. The Province can be selected from the drop-down list box.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Insert/Update Docket Detail screen.
Print	Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
City	Please enter a City.	Null Error
City	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character
City	Commas are not valid characters. Please replace it with a dash or space.	Invalid Character
State	Please select a State.	Null Error

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
ZIP Code	Please enter a valid ZIP Code.	Error
ZIP Code	Please enter a ZIP Code.	Null Error
Country	Press select a Country.	Null Error
Country	CONTACT YOUR ADMINISTRATOR. COUNTRY CODE FOR THE USA IS MISSING!	DBA Error
POC Name	Cannot select the same POC Name for multiple positions.	Duplicate POC
POC Name	Cannot select the same POC Name for multiple positions.	Duplicate POC
Address	An address must be specified.	Null Entry
Address	If the POC Address is not entered, the POC will not be saved. Depress OK to enter the information or CANCEL to return.	Save Changes
Province	Please select a Province.	Null Entry
Cancel, Return Button	Depress OK to save the POC Address information or CANCEL to return to the POC Information screen.	Save Changes?

   e.   SCREEN/DATA BASE COLUMN INFORMATION

POINT OF CONTACT: ADDRESS INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX
City	LOCS	LOC_PHYS_ADR_CITY_ NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
Zip	LOCS	LOC_PHYS_ADR_ZN_ID
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US else 2 for foreign country
Province	LOCS	LOC_PRVNC
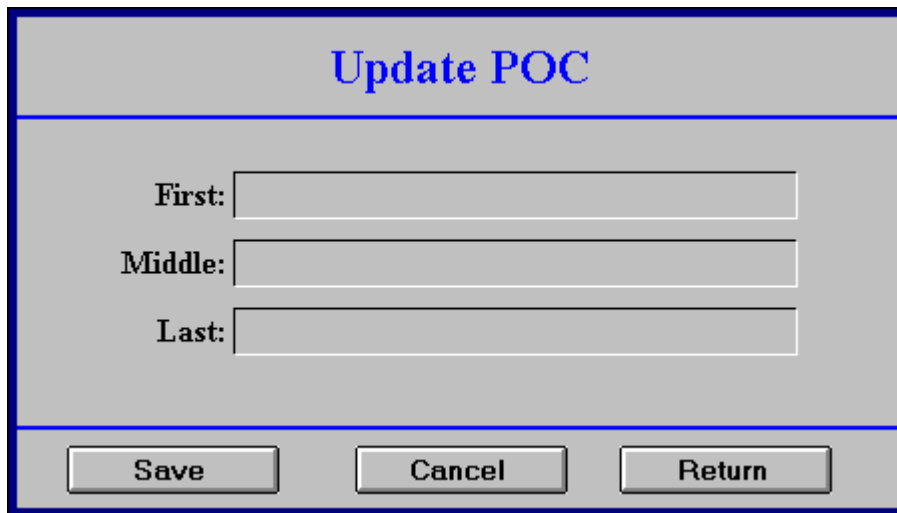
2.11.4.6 UPDATE POC - TAMSDO03

   a. GENERAL

      (1) The purpose of UPDATE POC screen is to provide users with the
ability to insert or update the Point of Contact's name. When updating
the POC name, all Dockets associated to the current POC will also be
updated.

      (2) Depress the Update POC button from the Point of Contact
Information screen to display the Update POC screen as shown in Figure
2.11.4-6.

   b.   SCREEN FORMAT

Figure 2.11.4-6

   c. INPUT INSTRUCTIONS FOR UPDATE POC - TAMSDO03

      (1) Data must be entered in accordance with the following Update POC
information:

First   POC First Name. This is a maximum 30-position
                        alphanumeric mandatory field.

Middle   POC Middle Name. This is a maximum 30-position
                        alphanumeric mandatory field.

Last   POC Last Name. This is a maximum 30-position
                        alphanumeric mandatory field.

      (2) PUSH BUTTONS:

BUTTON   ACTION

 Save   Depress this button to Save the changes made.

BUTTON	ACTION
Cancel	Depress this button to return the screen back to the original format.
Return	Depress this button to return to the Point of Contact Information screen.

    d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
First	Please enter a value in the First Name field.	Enter First Name.
Last	Please enter a value in the Last Name field.	Enter Last Name.
ALL TEXT FIELDS	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Entered.

    e.   SCREEN/DATA BASE COLUMN INFORMATION

<div align="center">UPDATE POC</div>

FIELD NAME	TABLE NAME	TABLE COLUMN
First	PERSONS	PERS_FRST_NM
Middle	PERSONS	PERS_MDL_NM
Last	PERSONS	PERS_LST_NM

2.11.4.7 CONTRACT INFORMATION - TAMSDC01

   a.   GENERAL

      (1) The purpose of this screen is to create, update, or display
Contract information relating to the docket.

      (2) Click the Contract button from the Insert/Update Docket Detail
screen to display the Contract Information screen as shown in Figure
2.11.4-7.

   b.   SCREEN FORMAT

Figure 2.11.4-7

   c.   INPUT INSTRUCTIONS FOR CONTRACT INFORMATION - TAMSDC01

      (1) Data must be entered in accordance with the following Contract
Information:

Contract No.   The Contract Number is a maximum 21-position
                        alphanumeric display field from the Insert/
                        Update Docket Detail screen which uniquely
                        identifies the specific contract.

Business Size   The Business Size code indicates whether the
                        business is large (L) or small (S) as determined
                        by criteria in the Federal Acquisition
                        Regulation (FAR). This is a 1-position alpha
                        display field from the Contractor CAGE Code
                        Information screen.

CAGE/Contractor   The CAGE/Contractor indicates a specific
                        contractor by CAGE code and full name associated
                        to the Contract. This is a display field from
                        the Insert/Update Docket Detail screen.

Program	The Program is an optional field which can be selected from the drop-down list box if the contract is related to a major program. It identifies the major weapon system NOUN associated with a termination.
Contract Type Code	The Contract Type Code is a mandatory field which indicates the type of contract. You can select the applicable code from the various types listed in the drop-down list box.
Contract Amount	The Contract Amount field is a mandatory user input field that must be greater than or equal to the Contract Price of Items Terminated (CPIT). This is a mandatory maximum 14-position numeric including two decimal positions.
Contract Effective Date	The Contract Effective Date is a mandatory user input field which indicates the date the contract becomes a legally enforceable document. This date must be less than or equal to the Effective Termn Date.
Estimated Completion Date	The Estimated Completion Date is an optional field which indicates the contract delivery due date. This date must be greater than the Contract Effective Date.
First Article	The First Article field indicates whether the specific contract contains a First Article requirement. The default is N for No.
First Article Submitted Date	The First Article Submitted Date is an optional field which indicates the date the First Article Sample was submitted. First Article must contain a Y to allow entry into the First Article Submitted Date. It must be greater than or equal to the Contract Effective Date.
First Article Approved Date	The First Article Approved Date is an optional field and indicates the date the buying activity approved the first article sample. It must be greater than First Article Submitted Date. NOTE: The First Article Submitted Date must be entered before a First Article Approved Date is entered.

First Article Rejected   The First Article Rejected Date is an
Date   optional field which indicates the date the
                          First Article Sample was rejected. It must be
                          greater than First Article Submitted Date.

                          NOTE: The First Article Submitted Date must
                          be entered before a First Article Rejected
                          Date is entered and a First Article Rejected
                          Date must be removed before a First Article
                          Approved Date is entered.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                          original format.

Return   Click this button to return to the Insert/Update
                          Docket Detail screen.

Print   Click this button to print the current screen.

Line Items   Click this button to display the Contract Line
                          Item Information screen.

Cncl Fnds   Click this button to display the Canceling Funds
                          Information screen.

     d.   ERROR MESSAGES

SCREEN FIELD   MESSAGES DISPLAYED ON SCREEN   ACTION/MEANING

Contract Amount   Please enter the Contract Amount.   Invalid Entry

Contract Amount   The Contract Amount must not   Invalid Entry
                      be less than the Contract Price
                      of Items Term Value (CPIT).

Contract Effective   Please enter a valid Contract   Invalid Entry
Date   Effective Date.

Contract Effective   The Contract Effective Date   Invalid Entry
Date   must be less than or equal to
                      the Effective Term Date.

Estimated   The Estimated Completion Date   Invalid Entry
Completion Date   must not be less than the Contract
                      Effective Date.

Estimated   The Estimated Completion Date   Invalid Entry
Completion Date   must be greater than the Contract
                      Effective Date.

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
First Article	The First Article must be Y or N.	Invalid Entry
First Article Submitted Date	The First Article Submitted Date must be entered.	Invalid Entry
First Article Submitted Date	First Article Submitted Date must be less than the System Date.	Invalid Entry
First Article Date Submitted	First Article Submitted Date must be greater than or equal to the Contract Effective Date.	Invalid Entry
First Article	The First Approved Date Article Submitted Date must be entered.	Invalid Entry
First Article Approved Date	The First Approved Date Article must be greater than the First Article Submitted Date.	Invalid Entry
First Article Article Rejected Date	The First Rejected Date must greater than the First Article Submitted Date.	Invalid Entry
Save	An error occurred while attempting to Save.	Error during Save
Contract Type Code	Please select a Contract Type Code.	Invalid Entry

e.   SCREEN/DATA BASE COLUMN INFORMATION

CONTRACT INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Contract No	AGR	AGR_DOC_ID
Business Size	ORGS	ORG_BCAT_CD
CAGE/Contractor	ORGS	ORG_ID,ORG_FULL_NM
Program	JOBS	JOB_FULL_DESC_TX
Contract Type Code	AGR_PTYP_JN	AGR_PTYP_CD
Contract Amount	AGR	AGR_AM
Contract Effective Date	AGR	AGR_EFF_DT
Estimated Completion Date	AGR	AGR_EST_CPLT_DT
First Article (Y/N)		
First Article Submitted Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 8

FIELD NAME	TABLE NAME	TABLE COLUMN
First Article Approved Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 81
First Article Rejected Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 82

2.11.4.8 CONTRACT LINE ITEM INFORMATION - TAMSDC02

   a. GENERAL

   (1) The purpose of the Contract Line Item Information screen is to
provide users the ability to create, update, display, or delete any line
items related to the Contract.

   (2) Click the Line Items button from the Contractor Information
screen to display the Contract Line Item information as shown in Figure
2.11.4-8.

   b. SCREEN FORMAT

Figure 2.11.4-8

   c. INPUT INSTRUCTIONS FOR CONTRACT LINE ITEM INFORMATION - TAMSDC02

   (1) Data must be entered in accordance with the following Contract
Line Item Information:

Line Item   Line Item is a maximum 6-position alphanumeric
                                mandatory field which provides detailed
                                information about the contract line item(s)
                                ordered under the contract. It must be unique.

                                NOTE: If a Line Item is entered and must be
                                changed, first delete it by highlighting the
                                Line Item and depressing DELETE. Then depress
                                TAB. An error message will appear, select Yes
                                to delete Line Item. Now the new Line Item may
                                be entered. A line item cannot be deleted when
                                it is used in EA:line items and, line items
                                cannot be duplicated.

Item Description   Item Description is a maximum 30-position
                        alphanumeric field which indicates the
                        description of the line item. This is a
                        mandatory field.

Order Quantity   Order Quantity is a mandatory 9-position numeric
                        field which indicates the total number of the
                        line item(s) ordered.

                        NOTE: It cannot be zero.

Unit of Measure (UOM)   UOM is a mandatory alpha field which identifies
                        a specific abstract order size used for the
                        purpose of measurement (e.g., ea, lo, lb, gr,
                        dz, etc.). This field can be selected from a
                        pull down list or entered directly.

Unit Price   Unit Price indicates the price or estimated cost
                        of the contract line item. This is a mandatory
                        maximum 14-position numeric including two
                        decimal positions.

Extended Price   Extended Price is a system generated field (Unit
                        Price multiplied by the Order Quantity for each
                        line item). This is a mandatory maximum 14-
                        position numeric including two decimal
                        positions.

Total   Total indicates the sum of the Extended Price
                        column and is system generated. This is a
                        mandatory maximum 14-position numeric including
                        two decimal positions.

     (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                        original format.

Return   Click this button to return back to the Contract
                        Information screen.

Print   Click this button to print the current screen.

   d. ERROR MESSAGES

SCREEN FIELD   MESSAGE DISPLAY   ACTION/MEANING

Line Item   Line Item Number must be entered.   Null Entry
Number

Line Item   Cannot insert duplicate line items. Invalid Entry
Number

Line Item   Cannot change the Line Item Number. Invalid Request
Number   Delete the Line Item if incorrect.

SCREEN FIELD	MESSAGE DISPLAY	ACTION/MEANING
Line Item Description	Line Item Description must be entered.	Null Entry
Order Quantity	Order Quantity must be entered and not equal to zero.	Null Entry
Unit Price	Unit Price must be entered.	Null Entry
UOM	Unit of Measure must be entered.	Null Entry
Delete Action Items.	Cannot delete this Line Item. It is used in EA:Line	Invalid Request

e. SCREEN/DATA BASE COLUMN INFORMATION

CONTRACT LINE ITEM INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Line Item	AGR_LI	AGLI_NAME
Item Description	AGR_LI	AGLI_DESC
Order Quantity	AGR_LI	AGLI_ORD_QY
UOM	AGR_LI	AGLI_UOM_CD
Unit Price	AGR_LI	AGLI_UN_PRIC
Extended Price	System generated	AGLI_ORD_QY * AGLI_UN_PRIC

2.11.4.9 CANCELING FUNDS INFORMATION - TAMSDC03

  a. GENERAL

    (1) The purpose of the Canceling Funds Information screen is to
provide users with the ability to create, update, display, or delete
Canceling Funds Information related to the Contract.

    (2) Click the CNCL FNDS button from the Contractor Information
screen to the display the Canceling Funds Information screen as shown in
Figure 2.11.4-9.

  b. SCREEN FORMAT

Figure 2.11.4-9

  c. INPUT INSTRUCTIONS FOR CANCELING FUNDS INFORMATION - TAMSDC03

    (1) Data must be entered in accordance with the following Canceling
Funds Information:

Canceling Funds Fiscal Year   This indicates the year the funds will be
                               canceled or can no longer be used to make
                               payments on contracts. The cutoff for
                               each year is September 30. This is an
                               optional 6-position field. The Fiscal
                               Year cannot be less than Fiscal Year
                               1980.

Canceling Funds Amount	This is the amount of funds which will be canceled or no longer available on the contract. This is a mandatory field if the Canceling Funds Fiscal Year is entered. This is a maximum 14 positions including two decimal position numeric.
Canceling Funds Saved Date	This is the date that the Termination Contracting Officer (TCO) took an action to save funds from being canceled. This is a mandatory field and cannot be greater than the System Date.
Canceling Funds Saved Amount	This is the amount the TCO saved by taking action to prevent the funds from being canceled. This is a mandatory field and cannot be greater than the Canceling Funds Amount. A Canceling Fund Saved Amount field must be entered if a Canceling Funds Saved Date is entered.
Canceling Funds Saved Method	The method is what action the TCO took to save the funds. The methods can be selected from the drop-down list box. This is a mandatory field if the Canceling Funds Saved Amount is entered.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Contractor Information screen.
Print	Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAY ON SCREEN	ACTION/ MEANING
Canceling Funds Saved Amount	The Canceling Saved Amount and Saved Type must be specified.	Null Entry
Canceling Funds Saved Amount	Canceling Funds Saved Amount cannot be greater than Canceling Funds Amount.	Null Entry
Canceling Funds Saved Amount	Canceling Funds Saved Amount must be entered.	Null Entry

SCREEN FIELD	MESSAGE DISPLAY ON SCREEN	ACTION/ MEANING
Canceling Funds Amount	The Canceling Funds Amount must be entered.	Null Entry
Fiscal Year	Fiscal Year must be entered.	Null Entry
Canceling Funds Fiscal Year	The Canceling Fiscal Year must be 09/30 and the appropriate year.	Invalid Date
Canceling Funds Fiscal Year	The Canceling Fiscal Year cannot be less than Fiscal year 1980.	Invalid Fiscal Year
Canceling Funds Saved Date	Canceling Funds Saved Date must must be entered.	Null Entry
Canceling Funds Saved Date	Saved date cannot be greater than today date.	Invalid Date
Canceling Funds Saved Type	Canceling Funds Saved Type must be entered.	Null Entry
Canceling Funds Saved Method	Canceling Funds Saved Method must be entered.	Null Entry

e.   SCREEN/DATA BASE COLUMN INFORMATION

Cancellation Funds Information

FIELD NAME	TABLE NAME	TABLE COLUMN
Cancellation Funds Amount	FND_CNCLTNS	FCAN_AM
Cancellation Funds Fiscal Year	FND_CNCLTNS	FCAN_TPER_ID
Cancellation Funds Saved Date	FND_CNCLTNS	FCAN_SAVED_DT
Cancellation Funds Saved Amount	FND_CNCLTNS	FCAN_SAVED_AM
Cancellation Funds Saved Type	FND_CNCLTNS	FCAN_SAVED_TP

2.11.4.10 TERMINATED LINE ITEM INFORMATION - TAMSDL01

   a. GENERAL

    (1) The purpose of the Terminated Line Item Information screen is to
allow users to display any Terminated Line Items related to the
Contract.

    (2) Click the Termn Itms button from the Insert/Update Docket Detail
screen to display the Termination Line Item Information screen as shown
in Figure 2.11.4-10.

   b. SCREEN FORMAT

Figure 2.11.4-10

   c. INPUT INSTRUCTIONS FOR TERMINATED LINE ITEM INFORMATION – TAMSDL01

Line Item   The Line Item is a six position numeric display only
                       field which provides detailed information about the
                       contract line item(s) being terminated.

                       NOTE: To delete a line item, select line item,
                       depress DELETE, then depress TAB. When the message
                       is displayed, depress YES and then depress SAVE.

Item Description   Item Description indicates the description of the
                       line item being terminated. This is a 30-position
                       alpha display only field.

Order Quantity   Order Quantity indicates the number of line items
                       terminated. This is an updatable field.

NOTE: An Order Quantity of zero is not allowed.

UOM   Unit of Measure is a field which identifies a
                        specific abstract order size used for the purpose of
                        measurement(e.g., ea, lo, lb, gr, dz, etc.). This
                        field may be updated.

Unit Price   Unit Price indicates the price or estimated cost of
                        the contract line item being terminated. This is a
                        mandatory display only 14-position numeric including
                        two decimal positions.

Extended Price   Extended Price is the Unit Price multiplied by the
                        Order Quantity for each line item. This is a 14-
                        position numeric field with two decimal positions
                        system generated field.

                        NOTE: An entry of zero is not allowed.

Total   Total indicates the sum of the Extended Price column
                        and is system generated. This is a maximum 14-
                        position numeric including two decimal positions.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                original format.

Return   Click this button to return to the Insert/Update
                Docket Detail screen.

Print   Click this button to print the current screen.

Select Itms   Click this button to display the Select Line Item
                Information screen.

     d. ERROR MESSAGES

SCREEN   MESSAGE DISPLAY   ACTION/
FIELD   ON SCREEN   MEANING

Order Quantity   Order Quantity must be entered and   Null Entry
                        not equal to zero.

e. SCREEN/DATA BASE COLUMN INFORMATION

TERMINATED LINE ITEM INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Line Item	AGR_LI	AGLI_NAME
Item Description	AGR_LI	AGLI_DESC
Order Quantity	AGR_LI	AGLI_ORD_QY
UOM	AGR_LI	AGLI_UOM_CD
Unit Price	AGR_LI	AGLI_UN_PRIC
Extended Price	System generated	AGLI_ORD_QY * AGLI_UN_PRIC

2.11.4.11 SELECT LINE ITEM INFORMATION - TAMSDL02

   a. GENERAL

   (1) The purpose of the Select Line Item Information screen is to
allow the user to select the contract line items to terminate.

   (2) Click the Select Itms button from the Terminated Line Item
Information screen to display the Select Line Item Information screen as
shown in Figure 2.11.4-11.

   b. SCREEN FORMAT

Figure 2.11.4-11

   c. INPUT INSTRUCTIONS FOR SELECT LINE ITEM INFORMATION – TAMSDL02

Select   Select is an optional field which indicates which
                        line item to terminate by checking the appropriate
                        boxes.

Line Item   The Line Item field is a display numeric field
                        which provides detailed information about the
                        contract line item(s) being terminated.

Item Description   Item Description is a display alpha field which
                        indicates the description of the line item being
                        terminated.

Order Quantity   Order Quantity indicates the number of line items
                        terminated. This is a display field.

UOM   Unit of Measure is a display alpha field which
                       identifies a specific abstract order size used for
                       purposes of measurement (e.g. ea, lo, lb, gr, dz,
                       etc.).

Unit Price   Unit Price indicates the price or cost of the line
                       item being terminated. This is a display numeric
                       field with two decimal positions.

                       NOTE: An entry of zero is not allowed.

Extended Price   Extended Price is the Unit Price multiplied by the
                       Order Quantity of the line item. This is a system
                       generated display only field.

     (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                    original format.

Return   Click this button to return to the Terminated Line Item
                    Information screen.

Print   Click this button to print the current screen.

Select All   Click this button to select all line items for complete
                    termination.

   d.   ERROR MESSAGES

     None

   e.   SCREEN/DATA BASE COLUMN INFORMATION

                    SELECT LINE ITEM INFORMATION

FIELD NAME   TABLE NAME   TABLE COLUMN

Select

Line Item   AGR_LI   AGLI_NAME

Item Description   AGR_LI   AGLI_DESC

Order Quantity   AGR_LI   AGLI_ORD_QY

UOM   AGR_LI   AGLI_UOM_CD

Unit Price   AGR_LI   AGLI_UN_PRIC

Extended Price   System generated   AGLI_ORD_QY *
                                         AGLI_UN_PRIC

2.11.4.12   FUNDS INFORMATION - TAMSDF01

   a.   GENERAL

      (1) The purpose of the Funds Information screen is to allow the
users to create, update, display, or delete any information related to
the release of funds, deobligation of funds or request for funds on or
against the Terminated Contract.

      (2) Click the Funds button from the Insert/Update Docket Detail
screen to display the Funds Information screen as shown in Figure
2.11.4-12.

   b.   SCREEN FORMAT

Funds Information

Gross Anticipated Settlement Amt: `0.00`		Termn Ntc Rec'd Date: `07/05/1994`	
		Days Elapsed: `31`	

Request Additional Funds Date	TCO Release/Deob Date	(Addl)/Rlsd/Deob Amount	Funds Remaining
	08/05/1994	$63,413.00	$574,979.00

Save	Cancel	Return	Print

Figure 2.11.4-12

   c.   INPUT INSTRUCTIONS FOR FUNDS INFORMATION - TAMSDF01

      (1) Data must be entered in accordance with the following Funds
Information:

Gross Anticipated   Gross Anticipated Settlement Amount is an
Settlement Amount   estimate of the total dollar amount of the
                           final termination settlement. This is a manda-
                           tory maximum 14-position numeric including two
                           decimal positions. It can be zero.

Termn Ntc Rec'd Date   The Termination Notice Received Date is a
                           system (carried over from the DOCKET Detail
                           screen) generated date which indicates the date
                           the termination notice was received by the
                           Termination Settlement Office (TSO).

Days Elapsed   Indicates the days intervening between the
                        Termination Notice Received Date and the
                        earliest TCO/Deob Date. This is a System
                        generated field.

Request Additional   Indicates the date the TCO asks the Procurement
Funds Date   Contracting Officer for additional money to
                        complete the termination settlement. It cannot
                        be greater than the System Date. This is an
                        optional field.

TCO Release\Deob Date   TCO Release\Deob Date is an optional date that
                        indicates the date the TCO notifies the buying
                        activity that excess funds are available for
                        release, or the date of the modification that
                        the TCO issues to deobligate excess funds.

                        This date must be greater than or equal to the
                        Termination Ntc Rec'd Date and the System Date.

Addl/Rlsd/Deob Amount   The Additional Amount is the funding amount
                        which is necessary for termination settlement
                        (The additional amount requested should always
                        be entered as a negative number , i.e., -
                        150,233.50.).

                        The Released Amount is the obligated contract
                        funding amount which is not necessary for ter-
                        mination settlement and is released for other
                        purposes via notification to the buying
                        activity.

                        The Deobligated Amount is the obligated
                        contract funding amount which is not necessary
                        for termination settlement and is deobligated
                        by the TCO for other purposes via a formal
                        deobligation modification.

                        This is a mandatory field if the Request
                        Additional Funds Date or TCO Release/Deob Date
                        is entered. It is a maximum 14-position
                        numeric including two decimal positions.

Funds Remaining   Funds Remaining is a system generated amount
                        that allows negative amounts. PIT - SUM (Gross
                        Anticipated Settlement Amount + Rlsd/
                        Deobligated Amount + Request Additional Funds
                        Amount)

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Insert/Update Docket Detail screen.
Print	Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
TCO Release/ Deob Date	TCO Release/Deob Date must be greater than or equal to Trmn Ntc Rec'd Date.	Invalid Entry
TCO Release/ Deob Date	Cannot enter a TCO/Release/Deob date greater than Today.	Invalid Entry
Request Additional Funds Date	Cannot enter a Request Additional Funds Date and TCO Release/Deob Date.	Invalid Entry
Request Additional Funds Date	Cannot enter a Request Additional Funds Date greater than Today.	Invalid Entry
Gross Anticipated Settlement Amount	Gross Anticipated Settlement Amount must be entered.	Null Entry
Save	A TCO Release/Deob Date or Request Additional Funds Date must exist.	Null Entry
Save	A Addl/Rlsd/Deob Amount must be entered.	Null Entry

e. SCREEN/DATA BASE COLUMN INFORMATION

FUNDS INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Gross Anticipated Settlement Amt	CNV_TMN_DKS	CTDK_GRS_ANTCPTD_ STLMNT_AM
Termn Ntc Rec'd Date	TRMN_EVNT_OCRNC	TEO_DT TREV_CD = 7

FIELD NAME	TABLE NAME	TABLE COLUMN
Days Elapsed	System Generated	Termn_ntc Rec'd Date - earlier of (Request Additional Funds Date and TCO Release/Deob Date)
Request Additional Funds Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 48
TCO Release/Deob Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 18
(Addl)/Rlsd/Deob Amount	TRMN_EVNT_OCRNCS	TEO_EXCS_FND_RLS_AM
Funds Remaining	System generated	Gross Anticipated Settlement Amt - (Addl)/ Rlsd/Deob Amount

2.11.4.13 PROPOSAL INFORMATION - TAMSDP01

   a. GENERAL

      (1) The purpose of the Proposal Information screen allows the user
to create, update, display, or delete any information related to the
Prime Contractor's Proposal.

      (2) Click the Proposal button from the Insert/Update Docket Detail
screen to display the Proposal Information screen as shown in Figure
2.11.4-13.

   b. SCREEN FORMAT

Figure 2.11.4-13

   c. INPUT INSTRUCTIONS FOR PROPOSAL INFORMATION - TAMSDP01

      (1) Data must be entered in accordance with the following Proposal
Information:

Proposal Expected   Proposal Expected is a mandatory field if a user
                         inputs data into this screen and indicates if a
                         proposal from the contractor is expected. A Y
                         for Yes and N for No can be entered.

                         The SSC field will change from a B to a C when a
                         Y is entered in the Proposal Expected field.

Proposal Due Date   The Proposal Due Date is the date the final
                         proposal is due. If a proposal expected is Y,
                         then the System will generate the Proposal Due
                         Date by adding the sum of the Effective
                         Termination Date and 365 days.

Extension Due Date   The Extension Due Date is granted to the
                            contractor by the TCO in order to get the
                            proposal in on time. This date must be greater
                            than the Proposal Due Date. This is an optional
                            field.

Inadequate Proposal   Inadequate Proposal Received Date indicates the
Received Date   date the contractor's Inadequate Proposal was
                            received by the Termination Settlement Office
                            (TSO). This is an optional field that must be
                            greater than or equal to the Effective Termn
                            Date and less than the System Date. The format
                            is MMDDYYYY and multiple dates are allowed.

Proposal Received Date   The Proposal Received Date indicates the date
                            the proposal is received by the Termination
                            Settlement Office (TSO). This is an optional
                            field that must be greater than or equal to the
                            Effective Termn Date and less than the System
                            Date.

                            The SSC field will change from a C to a D when
                            the Proposal Received Date is entered and
                            Proposal Status is an I.

                            The SSC field will change from a D to a E when
                            the Proposal Received Date is entered and
                            Proposal Status is an F.

                            When a no cost Termination for Convenience with
                            an Equitable Price Adjustment is received, the
                            user must enter Y into the Proposal Information
                            screen, the date the EA proposal was received,
                            and a zero in the Proposal Amount field to
                            facilitate navigation to the Negotiation Infor-
                            mation screen and Settlement Information screen
                            in order to close the docket and produce the
                            necessary Memos.

Proposal Amount   Proposal Amount indicates the amount submitted
                            with the contractor proposal. This is a manda-
                            tory field if the Proposal Received Date is
                            entered. This is a maximum 14-position numeric
                            including two decimal positions.

                            When a no cost Termination for Convenience
                            with an Equitable Price Adjustment is received,
                            the user must enter Y into the Proposal
                            Information screen, the date the EA proposal was
                            received, and a zero in the Proposal Amount
                            field to facilitate navigation to the
                            Negotiation Information screen and Settlement
                            Information screen in order to close the docket
                            and produce the necessary Memos.

Proposal Status   Proposal Status distinguishes an interim from a
                         final settlement proposal. This is a mandatory
                         field if the Proposal Received Date is entered.
                         It can be selected from the drop-down list box.

     (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                original format.

Return   Click this button to return to the Insert/Update Docket
                Detail screen.

Print   Click this button to print the current screen.

Sub ktr   Click this button to display the Subcontractor
                Information screen.

EA   Click this button to display the EA:Equitable Adjustment
                Information screen.

UCC   Click this button to display the Unsettled Contract
                Change screen.

Negotiation   Click this button to display the Negotiation Information
                screen.

   d.   ERROR MESSAGES

SCREEN FIELD   MESSAGES DISPLAYED ON SCREEN   ACTION/MEANING

Negotiation   A Proposal Received Date, Amount, and   Null Error
                      Status must be entered.

Proposal   Please enter the Date in the Proposal   Null Error
Received Date   Received Date field.

Proposal   Proposal Received Date must be greater Invalid Date
Received Date   than the Effective Termination Date
                      and less than Today.

Proposal   In order to save data, the Proposal   Mandatory
Received Date   Amount field must be entered.   Field

Proposal Status   Please enter a value in the Proposal   Null Error
                      Status field.

Proposal Status   Enter the status in the Proposal   Null Error
                      Status field.

Proposal   Enter either a Y or N.   Invalid Entry
Expected (Y/N)

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Extension Due Date	The Extension Due Date must be greater than the Proposal Due Date.	Invalid Date
Extension Due Date	The Proposal Due Date is a required entry.	Enter Y in Proposal Expected field
Inadequate Proposal Received Date	Please enter the Inadequate Proposal Received Date in the format: MMDDYYYY.	Invalid Date Format
Inadequate Proposal Received Date	The Inadequate Proposal Received Date must be greater than or equal to the Eff Termn Date and less than Today.	Invalid Date
Proposal Amount	Please enter the Amount in the Proposal Amount field.	Null Error
Text Fields	Semicolon and apostrophe are not valid characters. Please replace with a dash or space.	Invalid Date

e.   SCREEN/DATA BASE COLUMN INFORMATION

PROPOSAL INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Proposal Expected (Y/N)	CNV_TMN_DKS	CTDK_PRPS_EXPTD_IND
Proposal Due Date	PRPSD_STLMNTS	PSET_PRPS_SUB_EXPR_DT
Extension Due Date	PRPSD_STLMNTS	PSET_EXT_DUE_DT
Inadequate Proposal	TERMN_EVNT_OCRNCS	TEO_DT
Received Date		TREV_CD = 35
Proposal Received Date	TERMN_EVNT_OCRNCS	TEO_DT TREV_CD = 19
Proposal Amount	PRPSD_STLMNTS	PSET_SUB_AM
Settlement Status	PRPSD_STLMNTS	PSET_PSST_CD

2.11.4.14 SUBCONTRACTOR PROPOSAL INFORMATION - TAMSDP05

   a. GENERAL

    (1) The purpose of the Subcontractor Proposal Information screen is
to allow the user to create, update, display, or delete any information
related to the Subcontractor's Proposal.

    (2) Click the Sub Ktr button from the Proposal Information screen to
display the Subcontractor Proposal Information screen as shown in Figure
2.11.4-14.

   b. SCREEN FORMAT

Figure 2.11.4-14

   c. INPUT INSTRUCTIONS FOR SUBCONTRACTOR PROPOSAL INFORMATION -
TAMSDP05

    (1) Data must be entered in accordance with the following
Subcontractor Proposal Information:

Name   Name indicates the name of the subcontractor
                        submitting the proposal. This is a mandatory
                        field. In order to input data in this screen, a
                        user must select a name from a drop-down list.
                        Users are required to enter three characters of
                        the Sub-Ktr's name to display all valid Subcon-
                        tractor's names with a name beginning with the 3
                        positions entered.

CPIT   CPIT is the Contract Price of Items Terminated
                        and is an optional field. This is a maximum 14-
                        position numeric including two decimal positions.

Submitted Date   The Submitted Date is the date the subcontractor
                        proposal is submitted to the TCO. This is a
                        mandatory field and must be greater than or equal
                        to the Assignment Date.

Submitted Amount   The Submitted Amount is a mandatory dollar amount
                        associated to the subcontractor proposal
                        submitted to the TCO.

Approved Date   The Approved Date is the date the subcontractor
                        proposal was approved. This is an optional field
                        and must be greater than or equal to the
                        Submitted Date.

Approved Amount   The Approved Amount is the dollar amount of the
                        subcontractor's proposal which was approved.
                        This is a mandatory field if the Approved Date is
                        entered. Approved Amount must be less than or
                        equal to the Submitted Amount.

Appr By (Approved By)   Approved By indicates whether a subcontractor
                        proposal submitted was approved by a TCO which is
                        indicated by a T or the prime contractor which
                        is indicated by a K. This is a mandatory field
                        if Approved Date is entered.

Count/Totals   The Count/Totals fields are system generated and
                        provide a count of the number of proposals
                        submitted and approved and a sum of the proposals
                        submitted and approved.

                        The approved count must be less than or equal to
                        the Total Submitted Count. The Total Approved
                        Amount must be less than or equal to the Total
                        Submitted Amount.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the original
           format.

Return   Click this button to return to the Proposal Information
           screen.

Print   Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Submitted Date	Please enter the Submitted Date.	Null Error
Submitted Date	The Submitted Date must be greater than or equal to the Assignment Date.	Invalid Date
Submitted Amount	Please enter the Submitted Amount.	Null Error
Approved Date	Approved Date must be greater than or equal to the Submitted Date.	Invalid Date
Approved Date	Please enter the Approved Date.	Null Error
Approved Amount	Please enter the Approved Amount.	Null Error
Approved Amount	The Approved Amount must be less than or equal to the Submitted Amount.	Invalid Amount
Appr By	Please enter a T or K in the Approved By field.	Null Error
Appr By	Enter either a T or K.	Invalid Entry
Name	Please enter at least three Characters of the Subcontractor name.	Invalid Entry
Name	No records found that match your criteria.	No Match

e. SCREEN/DATA BASE COLUMN INFORMATION

SUBCONTRACTOR PROPOSAL INFORMATION

Field Name	Table Name	Table Column
Name	ORGS	ORG_FULL_NM
CPIT	PRPSD_STLMNTS	PSET_CPIT
Submitted Date	PRPSD_STLMNTS	PSET_SUB_DT
Submitted Amount	PRPSD_STLMNTS	PSET_SUB_AM
Approved Date	PRPSD_STLMNTS	PSET_APR_DT
Approved Amount	PRPSD_STLMNTS	PSET_APR_AM
Appr By	PRPSD_STLMNTS	PSET_APR_AM_AUTH
COUNT/TOTALS Sub Date	System Generated	COUNT (PSET_SUB_DT)
COUNT/TOTALS Sub Amt	System Generated	SUM (PSET_SUB_AM)
COUNT/TOTALS Apr Date	System Generated	COUNT (PSET_APR_DT)
COUNT/TOTALS Apr Amt	System Generated	SUM (PSET_APR_AM)

2.11.4.15 EA: EQUITABLE ADJUSTMENT INFORMATION – TAMSDP02

  a. GENERAL

    (1) The purpose of the EA: Equitable Adjustment Information screen
is to allow the user to create, update, display, or delete any
information related to the Prime Contractor's Equitable Adjustment
Proposal.

    (2) Click the EA button from the Proposal Information screen to
display the EA: Equitable Adjustment Information screen as shown in
Figure 2.11.4-15.

  b. SCREEN FORMAT

Figure 2.11.4-15

  c. INPUT INSTRUCTIONS FOR EA: EQUITABLE ADJUSTMENT INFORMATION –
TAMSDP02

    (1) Data must be entered in accordance with the following EA:
Equitable Adjustment Information:

EA Authority   EA Authority identifies who has the authority to
                        negotiate and settle an equitable adjustment
                        which may arise on a termination.

                        This is a mandatory field which can be selected
                        from a drop-down list box.

EA Due Date   EA Due Date is the date the equitable adjustment
                            is due in to the TCO. The System will generate
                            the EA Due Date by using the sum of the Effective
                            Termn Date and 90 days.

EA Extension Due Date The EA Extension Due Date refers to the
                            additional time granted by the TCO over and
                            above the 90-day EA Due Date requirement. This
                            is an optional field.

EA Submitted Date   The EA Submitted Date is the date the contractor
                            submits the equitable adjustment to the TCO.
                            This is a mandatory field.

EA Amount   The EA Amount refers to the total dollar
                            increase requests for the continued work. This
                            is a mandatory field if the EA Submitted Date is
                            entered. It is a maximum 14-numeric position
                            including 2 decimal positions.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to the
                        original format.

Return   Click this button to return to the Proposal
                        Information screen.

Print   Click this button to print the current screen.

Select Itms   Click this button to display the EA: Select Line
                        Item Information screen.

Display Itms   Click this button to display the EA: Revised Line
                        Item Information screen.

    d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Select Itms	An EA Submitted Date and Amount must be entered.	Please enter a Submitted Date and Amount
EA Authority	Please enter a value in the EA Authority field.	Null Error
EA Submitted Date	Please enter a value in the EA Submitted Date field.	Null Error
EA Submitted Date	The EA Submitted Date must be entered before an amount can be entered.	Null Error

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
EA Amount	Please enter a value in the EA Amount Field.	Null Error

    e.   SCREEN/DATA BASE COLUMN INFORMATION

EA: EQUITABLE ADJUSTMENT INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
EA Authority	CNV_TMN_DKS	CTDK_DA_EAA_CD CTDK_DA_EAA_CAT_CD = 15
EA Due Date	PRPSD_STLMNTS	PSET_PRPS_SUB_EXPR_DT
EA Extension Due Date	PRPSD_STLMNTS	PSET_EXT_DUE_DT
EA Submitted Date	PRPSD_STLMNTS	PSET_SUB_DT
EA Amount	PRPSD_STLMNTS	PSET_SUB_AM

2.11.4.16 SELECT LINE ITEM INFORMATION - TAMSDP03

   a. GENERAL

   (1) The purpose of the EA: Select Line Item Information screen
allows the user to select Contract Line Items information related to the
Prime Contractor's Equitable Adjustment Proposal.

   (2) Click the Select Itms button from the EA: Equitable Adjustment
Information screen to display the EA: Select Line Item Information
screen as shown in Figure 2.11.4-16.

   b. SCREEN FORMAT

Figure 2.11.4-16

   c. INPUT INSTRUCTIONS FOR EA: SELECT LINE ITEM INFORMATION -
TAMSDP03

   (1) Data must be entered in accordance with the following EA:
Select Line Item Information:

Select   Select is an optional field which indicates the
                        line item(s) to select. Users may make multiple
                        selections.

Line Item   The Line Item field is a display numeric field
                        which provides detailed information about the
                        contract line item(s).

Item Description   Item Description is a display alpha field which
                        indicates the description of the line items.

Order Quantity   Order Quantity indicates the number of line
                        items ordered.

UOM	Unit of Measure is a display alpha field which identifies a specific abstract order size used for the purpose of measurement (e.g., EA, LO, LB, GR, DZ, etc.).
Unit Price	Unit Price indicates the price or cost of the line item ordered. This is a display numeric field with two decimal positions.
Extended Price	Extended Price is the Unit Price multiplied by the Order Quantity of the line item. This is a system generated display only field.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made. Display all selected items at the top of screen. Display message asking if these are the line items the user wishes to display. If YES - Save and change focus to the display screen. If NO - Allow user to continue selecting items.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the EA: Equitable Adjustment Information screen.
Print	Click this button to print the current screen.
Select All	Click this button to select all.

d.   ERROR MESSAGES

   None.

e.   SCREEN/DATA BASE COLUMN INFORMATION

EA: SELECT LINE ITEM INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Line Item	AGR_LI	AGLI_NAME
Item Description	AGR_LI	AGLI_DESC
Order Quantity	AGR_LI	AGLI_ORD_QY
UOM	AGR_LI	AGLI_UOM_CD
Unit Price	AGR_LI	AGLI_UN_PRIC
Extended Price	System Generated	AGLI_ORD_QY *
		AGLI_UN_PRIC

2.11.4.17 EA: REVISED LINE ITEM INFORMATION - TAMSDP04

  a. GENERAL

    (1) The purpose of the EA: Revised Line Item Information screen is to allow the user to display any Equitable Adjustment Line Items on the contract and to update the unit price of the related line item.

    (2) Click the Display Itms button from the EA: Equitable Adjustment Information screen to display the Revised Line Item Information screen as shown in Figure 2.11.4-17.

  b. SCREEN FORMAT

Figure 2.11.4-17

  c. INPUT INSTRUCTIONS FOR EA: REVISED LINE ITEM INFORMATION - TAMSDP04

    (1) Data must be entered in accordance with the following EA: Revised Line Item Information:

Line Item   The Line Item screen is a maximum 6-position
                              alphanumeric field which provides detailed
                              information about the contract line item(s)
                              ordered under the contract and being revised
                              by an equitable adjustment. This is a display
                              field only.

                              NOTE: To delete a line item, select the line
                              item, depress DELETE, then depress TAB. When
                              the message is displayed, depress YES, then
                              depress SAVE button.

Item Description	Item Description is an alpha field which indicates the description of the line item ordered under the contract and being revised by an equitable adjustment. This is a display field only.
Order Quantity	Order Quantity indicates the number of line items ordered under the contract and being revised by an equitable adjustment. This is a mandatory field and cannot be zero.
UOM	Unit of Measure is a mandatory alpha field which identifies a specific abstract order size used for the purpose of measurement (e.g., EA, LO, LB, GR, DZ, etc.). This field can be selected from a pull down list and is updatable.
Unit Price	Unit Price indicates the revised price or cost of the line item ordered under the contract. This is a maximum 14-position numeric including two decimal positions. It is an updatable field.
Extended Price	Extended Price is the Unit Price multiplied by the Order Quantity of the line item. This is a system generated display only field.
Total	Total refers to the sum of the Extended Price and is a system generated field.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the EA: Equitable Adjustment Information screen.
Print	Click this button to print the current screen.
Select Items	Click this button to display the EA: Select Line Item Information screen.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Order Quantity	Order Quantity must be entered and not equal to zero.	Null Entry
Unit Price	Unit Price must be entered.	Null Entry

e. SCREEN/DATA BASE COLUMN INFORMATION

EA: REVISED LINE ITEM INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Line Item	AGR_LI	AGR_ID
Item Description	AGR_LI	AGLI_DESC
Order Quantity	AGR_LI	AGLI_ORD_QY
UOM	AGR_LI	AGLI_UOM_CD
Unit Price	AGR_LI	AGLI_UN_PRIC
Extended Price	System Generated	AGLI_ORD_QY * AGLI_UN_PRIC

2.11.4.18 UNSETTLED CONTRACT CHANGE - TAMSDP06

   a. GENERAL

      (1) The purpose of the Unsettled Contract Change screen is to allow
the user to create or update Unsettled Contract Change information.

      (2) Click the UCC button from the Proposal Information screen to
display the Unsettled Contract Change screen as shown in Figure 2.11.4-
18.

   b. SCREEN FORMAT

Figure 2.11.4-18

   c. INPUT INSTRUCTIONS FOR UNSETTLED CONTRACT CHANGE - TAMSDP06

      (1) Data must be entered in accordance with the following Unsettled
Contract Change information:

UCC Authority   UCC Authority identifies who has the author-
                       ity to negotiate and settle an Unsettled
                       Contract Change which may arise on a
                       contract. This is a mandatory field which
                       must be selected from a drop-down list box.

UCC Due Date   UCC Due Date is the date the Unsettled Contract
                       Change is due into the TCO. This is a mandatory
                       field. The format is MMDDYYYY.

UCC Extension   The UCC Extension Due Date refers to the Due
Date   additional time granted by the TCO. This is an
                       optional field. The format is MMDDYYYY.

UCC Submitted Date   The UCC Submitted Date is the date the contrac-
                          tor submits the Unsettled Contract Change to the
                          Termination Contracting Officer (TCO). This is
                          a mandatory field. The format is MMDDYYYY.

UCC Amount   The UCC Amount refers to the total dollar amount
                          of the unsettled contract change. This is a
                          mandatory field if the UCC Submitted Date is
                          entered.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to
                          the original format.

Return   Click this button to return to the Proposal
                          Information screen.

Print   Click this button to print the current screen.

    d.   ERROR MESSAGES

                          MESSAGES DISPLAYED
SCREEN FIELD   ON SCREEN   ACTION/MEANING

UCC Authority   Please enter a value in   Null Error
                          the UCC Authority field.

UCC Amount   Please enter a value in   Null Error
                          the UCC Amount field.

UCC Submitted Date   Please enter a value in   Null Error
                          the UCC Submitted Date field

UCC Submitted Date   The UCC Submitted Date   Null Error
                          must be entered before
                          an amount can be entered.

UCC Submitted Date   The UCC Submitted Date   Null Entry
                          must be entered.

    e.   SCREEN/DATA BASE COLUMN INFORMATION

                   UNSETTLED CONTRACT CHANGE

FIELD NAME   TABLE NAME   TABLE COLUMN

UCC Authority   CNV_TMN_DKS   CTDK_DA_UCC_CD
                                                   CTDK_DA_UCC_CAT_CD = 15

UCC Due Date   PRPSD_STLMNTS   PSET_PRPS_SUB_EXPR_DT

UCC Extension Due Date   PRPSD_STLMNTS   PSET_EXT_DUE_DT

UCC Submitted Date   PRPSD_STLMNTS   PSET_SUB_DT

UCC Amount   PRPSD_STLMNTS   PSET_SUB_AM

2.11.4.19 NEGOTIATION INFORMATION - TAMSDP07

   a. GENERAL

   (1) The purpose of the Negotiation Information screen is to provide
the user with the ability to create or update Negotiation Information.

   (2) Click the Negotiation button from the Proposal Information
screen to display the Negotiation Information screen as shown in Figure
2.11.4-19.

   b. SCREEN FORMAT

Figure 2.11.4-19

   c. INPUT INSTRUCTIONS FOR NEGOTIATION INFORMATION - TAMSDP07

   (1) Data must be entered in accordance with the following
Negotiation Information:

Prenegotiation Objective Prepared Date	This is the date the TCO or Contract Termination Specialist (CTS) prepares the prenegotiation objective documents. This is an optional field that must be greater than or equal to the Effective Termn Date and less than or equal to the System Date.
Prenegotiation Objective Submitted Date	This indicates the date the TCO or CTS submits the prenegotiation objective documents for approval. This is an optional field that must be greater than or equal to the Prenegotiation Objective Prepared Date and less than or equal to the System Date.

Prenegotiation Objective Approved Date	This indicates the date the Prenegotiation Objective is approved. The one who approves the prenegotiation objective depends on the dollar threshold amount. This is an optional field that must be greater than or equal to the Prenegotiation Objective Submitted Date and less than or equal to the System Date.
Prenegotiation Objective Amount	The Prenegotiation Objective Amount refers to the amount the TCO or CTS derives as a target amount at the beginning of negotiations with the contractor. This is an optional field. It is a maximum 14-position numeric including two decimal positions
Negotiations Initiated Date	The Negotiations Initiated Date is the date negotiations are commenced with the contractor. This is an optional field that must be greater than or equal to the Proposal Received Date and less than or equal to the System Date.

The SSC will change from a H to an I when Negotiation Indicated Date is entered. |
| Negotiations Completed Date | The Negotiations Completed Date is the date negotiations are completed with the contractor. This is an optional field that must be greater than or equal to the Negotiations Initiated Date and less than or equal to the System Date.

The SCC will change from an I to a J when the Negotiations Completed Date is entered. |

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Proposal Information screen.
Print	Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Prenegotiation Objective Prepared Date	Prepared Date must be greater than or equal to the Effective Termination Date.	Invalid Date

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Prenegotiation Objective Prepared Date	Cannot enter a Pre-negotiation Objective Prepared Date greater than Today.	Invalid Entry
Prenegotiation Submitted Approved Date	Submitted Date must be greater than or equal to the Prepared Date.	Invalid Date
Prenegotiation Objective Submitted Date	Cannot enter a Pre-negotiation Objective Sub-mitted Date greater than Today.	Invalid Entry
Negotiations Initiated Date	Initiated Date must be greater than or equal to the Proposal Received Date.	Invalid Date
Negotiations Initiated Date	Cannot enter a Negotiation Initiated Date greater than Today.	Invalid Entry
Negotiations Completed Date	Completed Date must be greater than or equal to the Negotia-tions Initiated Date.	Invalid Date
Negotiations Completed Date	Cannot enter a Negotiation Completed Date greater than Today.	Invalid Entry
Prenegotiation Objective Approved Date	Approved Date must be greater than or equal to the Submitted Date.	Invalid Date
Prenegotiation Object Approved Date	Cannot enter a Prenegotiation Objective Approved Date greater than Today.	Invalid Entry

   e.   SCREEN/DATA BASE COLUMN INFORMATION

NEGOTIATION INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Prenegotiation Objective Prepared Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 12
Prenegotiation Objective Submitted Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 34
Prenegotiation Objective Approved Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 40

FIELD NAME	TABLE NAME	TABLE COLUMN
Prenegotiation Objective Amount	TRMN_EVNT_OCRNCS	TEO_PRENEG_OBJ_AM
Negotiations Initiated Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 10
Negotiations Completed Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 11

2.11.4.20 SUPPORT MENU INFORMATION - TAMSDS01

   a.   GENERAL

   (1) The purpose of the Support Menu Information screen is to allow
users to select which Support Organization they wish to track.

   (2) Click the Support button from the Insert/Update Docket Detail
screen to display the Support Menu Information screen as shown in Figure
2.11.4-20.

   b.   SCREEN FORMAT

Figure 2.11.4-20

   c.   INPUT INSTRUCTIONS FOR SUPPORT MENU INFORMATION - TAMSDS01

   (1) Data must be entered in accordance with the following Support
Menu Information:

Plant Clearance   Plant Clearance Assistance is plant clearance
Assistance   activity for the disposal of terminated inven-
                         tory provided by the Plant Clearance Officer
                         (PLCO) at the Termination Contracting Officer's
                         request.

Audit Assistance   Audit Assistance is audit activity for the
                         contractor's request for payment provided by the
                         Defense Contract Audit Agency (DCAA) or other
                         analyst at the Termination Contract Officer's
                         request.

DFAS Assistance	DFAS Assistance refers to the assistance or help provided by The Defense Finance and Accounting Service, usually for payment reconciliation, at the TCO's request.
PCO Assistance	PCO Assistance refers to the assistance provided by the Procurement Contracting Officer, such as advising of the existence of any claims in favor of the Government.
Pricing Case	Pricing Case is a Price Analyst's review of the contractor's termination settlement proposal.
Technical Support	Technical Support is an Engineer's or Production Specialist's review of the contractor's termination settlement proposal.
Legal Review	Legal Review is a review by the Government's attorneys regarding any aspect of the termination settlement.
Settlement Review Board Assistance	Settlement Review Board Assistance is a review of the termination settlement in certain cases by an organization's contract management board of review in accordance with DLAD 5000.4, Part V, Chapter 11.

(2) PUSH BUTTONS:

BUTTON	ACTION
OK	Click this button to display the screen associated to the Menu option selected.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Insert/Update Docket Detail screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
	An inquiry must be selected.	Please Select an Inquiry.

e. SCREEN/DATA BASE COLUMN INFORMATION

   None.

2.11.4.21 PLANT CLEARANCE ASSISTANCE - TAMSDS04

   a. GENERAL

      (1) The purpose of the Plant Clearance Assistance screen is to allow
   the user to track how Plant Clearance is supporting their efforts in
   settling the terminated contract.

      (2) Click on the Plant Clearance Assistance radio button and the OK
   push button or double click on the Plant Clearance Assistance radio
   button from the Support Menu Information screen to display the Plant
   Clearance Assistance screen as shown in Figure 2.11.4-21.

   b. SCREEN FORMAT

Figure 2.11.4-21

   c. INPUT INSTRUCTIONS FOR PLANT CLEARANCE ASSISTANCE – TAMSDS04

      (1) Data must be entered in accordance with the following Plant
   Clearance Assistance information:

Prime Contractor   Prime Contractor refers to the name of the
                          contractor identified in the terminated
                          government contract. This is a displayed field
                          from Insert/Update Docket Detail screen.

Subcontractor   Subcontractor refers to the name of the sub-
                          contractor or supplier subordinate to the
                          terminated government contractor To select a
                          valid Subcontractor, enter the first three
                          characters and depress TAB or select one from
                          the drop-down list box. This is an optional
                          field. Use the mouse to click in order to get
                          off this field.

NOTE: The reason this field is optional is because the particular plant clearance assistance may be for the prime only.

Inventory Schedule Rec
The Inventory Schedule Received is the date the inventory schedule is received by the TCO. This field is mandatory if an Inventory Value Amount or Plant Clearance Request is entered. It must be greater than or equal to the Effective Termn Date.

Inventory Value Amt
The Inventory Value Amount is the total dollar value of inventory schedules as initially determined by the contractor and verified by the TCO. This is a mandatory field. It is a maximum 14 positions numeric including two decimal positions.

NOTE: Must enter a value of zero if there is no Inventory Value Amount.

Plnt Clr Request
The Plnt Clr Request is the date a plant clearance is requested by the TCO. This is an optional field that must be greater than or equal to the Inventory Schedule Received Date. It is mandatory if Inventory Accepted Date, Plant Clearance Followup, or Plant Clearance Report Received is entered.

Inventory Accepted Date
The Inventory Accepted Date is the date the Plant Clearance Officer (PLCO) approves the inventory schedule for processing. This is an optional field that must be greater than or equal to the Plnt Clr Request Date. The field is mandatory if a Plnt Clr Case Number is entered.

Plnt Clr Followup
The Plnt Clr Followup is the date the TCO inquires about the status report from the PLCO. This is an optional field and must be greater than or equal to the Plnt Clr Request Date.

Plnt Clr Rpt Received
The Plnt Clr Rpt Received is the date the TCO obtains the plant clearance report from the PLCO. This is an optional field that must be greater than or equal to the Plnt Clr Request Date.

Plnt Clr Case Number
The Plnt Clr Case Number is the maximum 13-position alphanumeric unique number assigned to a Plant Clearanc Case Report. This is a mandatory field if the Plnt Clr Rpt Received Date is entered or Accepted Date is entered. Inventory Accepted Date is required if a Case Number is entered.

Disposal Credit Amt   The Disposal Credit Amount refers to any pro-
                          ceeds that credit an offset to the Termination
                          Settlement Amount. This is an optional field if
                          the Plnt Clr Case Number is entered. It is a
                          maximum 14-position numeric including two
                          decimal positions.

                          NOTE: All disposal credit amount data must be
                          manually input by Termination Personnel. Input
                          of multiple disposal credit amounts per docket
                          is allowed.

Plnt Clr Request/   Plant Clearance Request/Plant Clearance Received
Plnt Clr Received   Days Elapsed refers to the number of days
Days Elapsed   elapsed between the Plant Clearance Request date
                          and the Plant Clearance Report Received date.
                          This is a system generated field if the Plnt Clr
                          Request and the Plnt Clr Rpt Received dates are
                          entered.

Plnt Clr of   Plant Clearance of is a system generated field
                          which indicates the number of current plant
                          clearance requests and a count of all of the
                          number of plant clearance requests associated
                          with this Termination for Convenience docket.

Left Arrow   This push button displays the previous Plnt Clr.

Right Arrow   This push button displays the next Plnt Clr.

Plnt Clr. __ of __   This option allows the user to specify the
                          desired scroll location. For example, if the
                          screen displays Plnt Clr. _1_ of _3_ by
                          replacing 1 with 2 and tabbing of the field,
                          the second POC will be displayed.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to save the changes made.

Cancel   Click this button to return the screen back to
                          the original format.

Return   Click this button to return to the Support Menu
                          Information screen.

Print   Click this button to print the current screen.

c. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
SubContractor	Please enter at least Three characters.	Null Error
SubContractor	No records found that match your criteria.	No Match
Inventory Schedule Received	Please enter a date in the Inventory Schedule Received.	Invalid Date
Inventory Schedule Received	A Contract Line Item does not exist for this docket number.	Invalid Docket Number
Inventory Schedule Received	The Inventory Schedule Received must be greater than the Effective Termination Date.	Inventory Schedule Date
Inventory Schedule Received	There must be an Effective Termination date for this docket number before continuing.	Effective Termination Date required
Inventory Value Amount	Inventory Schedule Received required when Inventory Value Amount is entered.	Enter Inventory Schedule Received Date
Inventory Value Amount	Please enter a value or zero in Inventory Value Amount field.	Field must be entered
Plnt Clr Request	Inventory Schedule Received required when Plant Clearance Request is entered.	Inventory Schedule Received
Plnt Clr Request	The Plant Clearance Request must be greater than or equal to the Inventory Schedule Received.	Plant Clearance Request
Inventory Accepted Date	Plant Clearance Request required when Inventory Accepted Date is entered.	Plant Clearance Request
Inventory Accepted Date	Inventory Accepted Date must be greater than or equal to the Plant Clr Request.	Inventory Accepted Date

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Plant Clr Followup	Plant Clearance Request required when Plant Clearance Followup is entered.	Plant Clearance Request
Plant Clr Followup	The Plant Clearance Followup must be greater than or equal to the Plant Clearance Request.	Plant Clearance Followup
Plnt Clr Rpt Received	If Plant Clearance Report Received has been entered you must enter the Plant Clearance Request.	Plant Clearance Report Received
Plnt Clr Rpt Received	The Plant Clearance Report Received must be greater than or equal to the Plant Clearance Request.	Plant Clearance Report Received
Plnt Clr Case Number	Inventory Accepted Date is required when Case Number is entered.	Plant Clearance Case Number
Plnt Clr Case Number	Plant Clearance Case Number is required if Inventory Accepted Date is entered.	Invalid Entry
Disposal Credit Amount	Plant Clearance Case Number required when Disposal Credit Amount is entered.	Clearance Case Number
Disposal Credit Amount	Plant Clearance Report RCVD Date REQ'D when Disposal Credit Amount is entered.	Null Error
Plnt Clr Case Number	Case Number required when Plant Clearance Report Received is entered.	Invalid Entry

   e.   SCREEN/DATA BASE COLUMN INFORMATION

PLANT CLEARANCE ASSISTANCE

FIELD NAME	TABLE NAME	TABLE COLUMN
Prime Contractor	ORGS	ORG_ID ORG_OMT_CD = 5
Subcontractor	ORGS	ORG_ID ORG_OMT_CD = 18
Inventory Schedule Rec	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 36

FIELD NAME	TABLE NAME	TABLE COLUMN
Inventory Value Amt	INV_SCHEDS	ISKD_INV_VLU_AM
Plnt Clr Request	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 32
Inventory Accepted Date	INV_SCHEDS	ISKD_ACC_DT
Plnt Clr Followup	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 59
Plnt Clr Rpt Received	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 37
Plnt Clr Case Number	INV_SCHEDS	ISKD_PCC_ID
Disposal Credit Amt	TRMN_EVNT_OCRNCS	TEO_DSPS_CRDT_AM
Plnt Clr Request/ Plnt Clr Received Days Elapsed	System Generated	Plnt Clr Rpt_Received - Plnt Clr Request

2.11.4.22 AUDIT ASSISTANCE - TAMSDS02

   a. GENERAL

      (1) The purpose of the Audit Assistance screen is to allow the user
to track how DCAA is supporting their efforts in settling the terminated
contract.

      (2) Click the Audit Assistance radio button and the OK push button
or double click the Audit Assistance radio button from the Support Menu
Information screen to display the Audit Assistance screen as shown in
Figure 2.11.4-22.

   b. SCREEN FORMAT

Figure 2.11.4-22

   c. INPUT INSTRUCTIONS FOR AUDIT ASSISTANCE - TAMSDS02

      (1) Data must be entered in accordance with the following Audit
Assistance information:

Prime Contractor   Prime Contractor refers to the name of the
                        contractor identified in the terminated
                        government contract. This field is system
                        generated from the Insert/Update Docket Detail
                        screen.

Subcontractor   Subcontractor refers to the name of the sub-
                        contractor or supplier subordinate to the
                        terminated government contractor. To select a
                        valid Subcontractor, enter the first three
                        characters and depress TAB, or select one from
                        the drop-down list box. This is an optional
                        field.

NOTE: The reason this field is optional is because the particular audit assistance request may be for the prime only.

Audit Required

Audit Required refers to the determination that the prime proposal or subsettlement must have a DCAA audit. This is a mandatory field which defaults to N. A Y must be entered to add any other data.

Audit Request Date

The Audit Request Date is the date the audit is requested by the TCO. This is a mandatory field if Audit Required is a Y and Audit Request Followup or Audit Report Date are entered. It must be greater than or equal to the Earliest Proposal Received Date when Audit Required is a Y.

Audit Due Date

Audit Due Date is the date the Audit Report is due and is system generated with update capability if the Audit Required is Y. It is calculated by the sum of the Audit Request Date + 60 days. It must be greater than or equal to Audit Request Date.

Audit Request Followup

The Audit Request Followup is the date beyond the DCAA Audit Request date the TCO requested audit status. This is a mandatory field if the Audit Required is Y, and must be greater than or equal to the Audit Request Date.

Audit Report Date

The Audit Report Date indicates the date the audit report was prepared. This is a mandatory field if the Audit Required field is Y. It must be greater than or equal to Audit Request Date.

Audit Report Received

Audit Report Received refers to the date the TCO receives the audit report. This is a mandatory field if the Audit Required field is Y. It must be greater than or equal to the Audit Report Date.

NOTE: An Audit Report Date is required when an Audit Report Received Date is entered.

Audit Report No.

Audit Report No is a unique identifier which specifies a specific audit report. An audit report provides an auditor's written advice advocating specific action resulting from an official examination and verification of accounts and especially financial records. This is a mandatory field if Audit Required equals a Y, and the Audit Report Received Date and the Cost Questioned Amount are entered.

Cost Ques Amt	The Cost Questioned Amount is the dollar amount the Defense Contract Audit Agency (DCAA) determines to be unallowable costs. This is a mandatory field if Audit Report Received Date is entered, which is initially a null value but will accept a zero amount.
Audit Report Type	Audit Report Type identifies the category of subject matter about which an audit report is written. This is a mandatory field if the Audit Required is Y. This value can be selected from the drop-down list box. NOTE: Default is Advisory Audit Report.
Audit Request/ Audit Received Days Elapsed	Audit Request/Audit Received Days Elapsed is the difference between the Audit Request and the Audit Received dates. This is a system generated field if the Audit Request Date and the Audit Received Date are entered.
Left Arrow	This push button displays the previous Audit.
Right Arrow	This push button display the next Audit.
Audit __ of __	This is a system generated field which indicates the number of the current audit. This option allows the user to specify the desired scroll location. For example, if the screen displays Audit _1_ of _3, by replacing 1 with 2 and tabbing off the field, the second POC will be displayed.

(2) PUSH BUTTONS

BUTTON	ACTION
SAVE	Click this button to Save the changes made.
CANCEL	Click this button to return the screen back to the original format.
RETURN	Click this button to return to the Support Menu Information screen.
PRINT	Click this button to print the current screen.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAYED ON SCREEN	ACTION/MEANING
Subcontractor	Please enter at least 3 characters.	Null Error
Subcontractor	No records found that match your criteria.	No Match

SCREEN FIELD	MESSAGE DISPLAYED ON SCREEN	ACTION/MEANING
Audit Required	Must enter Y or N.	Warning
Audit Required	You cannot enter N in Audit Required when there is information in the fields.	Audit Required
Audit Request Date	Must enter a valid Audit Request Date when Audit Required is Yes.	Audit Request Date
Audit Request Date	The Audit Request Date must be greater than or equal to the Settlement Proposal Received date.	Audit Request Date
Audit Request Date	There must be a Proposal Received Date before continuing.	Settlement Proposal Received
Audit Due Date	The Audit Due Date must be greater than or equal to the Audit Request Date.	Audit Due Date
Audit Request Followup	If Audit Request Followup is entered must enter an Audit Request Date.	Audit Request Followup
Audit Request Followup	Audit Followup must be greater than or equal to the Audit Request Date.	Audit Followup
Audit Report Date	If Audit Report Date is entered must enter an Audit Request Date.	Audit Request Date
Audit Report Date	The Audit Report Date must be greater than or equal to the Audit Request Date of (MM/DD/YYYY).	Audit Report Date
Audit Report Received	If Audit Report Received is entered must enter an audit created date.	Audit Report Date
Audit Report Received	The Audit Report Received, Audit Report Number, and Cost Questioned Amount will delete unless you depress the CANCEL button.	Warning
Audit Report Received	The Audit Report Received must be greater than or equal to the Audit Report Date of (MM/DD/YYYY).	Audit Report Received
Cost Ques Amt	There must be an Audit Report Received Date if you have entered an amount.	Audit Report Received
Cost Ques Amt	Cost Questioned Amount is required when the Audit Report Received Date is entered.	Cost Question Amount

```
                    MESSAGE DISPLAYED
SCREEN FIELD        ON SCREEN                        ACTION/MEANING

Cost Ques Amt       An Audit Report Number is required    Audit Report
                    when the Audit Report Received date   Number
                    and Cost Questioned Amount are
                    entered.
```

   e. SCREEN/DATA BASE COLUMN INFORMATION

                       AUDIT ASSISTANCE

FIELD NAME	TABLE NAME	TABLE COLUMN
Prime Contractor	ORGS	ORG_ID ORG_OMT_CD = 5
Subcontractor	ORGS	ORG_ID ORG_OMT_CD = 18
Audit Required	CNV_TMN_DKS	CTDK_AUDT_RQD_INQ
Audit Request Date	RMN_EVNT_OCRNCS	TEO_DT TREV_CD = 6
Audit Due Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 39
Audit Request Followup	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 60
Audit Report Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 70
Audit Report Received	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 9
Audit Report No	AUD_RPTS	ARPT_NAME
Cost Ques Amt	AUD_RPTS	ARPT_CST_QUES_AMT
Audit Report Type	AUD_RPTS	ARPT_TYP_CD
Audit Request/Audit Received Days Elapsed	TRMN_EVNT_OCRNCS	TEO_ARPT_RCVD_ELASP_TM

2.11.4.23 OUTSIDE SUPPORT INFORMATION - TAMSDS03

  a. GENERAL

    (1) The purpose of the Outside Support Information screen are listed below:

      (a) The DFAS screen allows the user to track how DFAS is supporting their efforts in settling the terminated contract.

      (b) The PCO screen allows the user to track how the Buying Activity is supporting their efforts in settling the terminated contract.

      (c) The PRICING screen allows the user to track how Pricing is supporting their efforts in settling the terminated contract.

      (d) The TECHNICAL screen allows the user to track how Technical is supporting their efforts in settling the terminated contract.

      (e) The LEGAL screen allows the user to track how Legal is supporting their efforts in settling the terminated contract.

      (f) The SETTLEMENT REVIEW BOARD allows the user to track how the Settlement Review Board is supporting their efforts in settling the terminated contract.

    (2) Click the Radio button and OK push button or double click radio button from Support Menu Information screen to display the following Outside Support Information screens as shown in Figure 2.11.4-23:

RADIO BUTTON	SCREEN NUMBER	SCREEN DESCRIPTION
DFAS Assistance	TAMSDS03	DFAS Assistance
PCO Assistance	TAMSDS03	PCO Assistance
Pricing Case	TAMSDS03	Pricing Case
Technical Support	TAMSDS03	Technical Support
Legal Review	TAMSDS03	Legal Review
Settlement Review Board Assistance	TAMSDS03	Settlement Review Board Assistance

b. SCREEN FORMAT

Figure 2.11.4-23

c. INPUT INSTRUCTIONS FOR OUTSIDE SUPPORT INFORMATION - TAMSDS03

    (1) Data must be entered in accordance with the following Outside Support Information:

Support Type   Support Type describes the type of outside
                        support available (i.e., DFAS, PCO, Pricing,
                        Legal, Technical, and SRB). This is a mandatory
                        field and must be selected from the drop-down
                        list box.

Request Date   Request Date refers to the date the Termination
                        Contracting Officer (TCO) requests outside
                        support. This is a mandatory field.

                        If DFAS is requested, Request Date must be
                        greater than or equal to the Assignment Date.

                        If Legal Review is requested, Request Date must
                        be greater than or equal to an Assignment Date.

                        If PCO is requested, Request Date must be
                        greater than or equal to Docket Assignment Date.

                        If Pricing Case is requested, Request Date must
                        be greater than or equal to the Earliest
                        Proposal Receive Date.

                        If Technical Support is requested, Request Date
                        must be greater than or equal to the Assignment
                        Date.

2-1032

If Settlement Review Board (SRB) is requested, Request Date must be greater than or equal to Prenegotiation Objective Submitted. The SSC field will change from a J to a K when a Request Date is entered and the Support Type is SETTLEMENT REVIEW BOARD.

Due Date   The Due Date refers to the date the TCO requests the Support Agency to respond. This is a mandatory field if the Request Date is entered.

Followup Date   The Followup Date is the date beyond the due date that the TCO asks for the status of the must be greater than or equal to the Request Date.

Receive Date   Receive Date is the date the Termination Contracting Officer (TCO) receives the outside support requested. This is an optional field that must be greater than or equal to the Request Date.

NOTE: Must push the SAVE Button after inserting a line of information (before inputting the next line of information).

    (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to the original format.

Return   Click this button to return to the Support Menu Information screen.

Print   Click this button to print the current screen.

    d. ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAYED ON SCREEN	ACTION/MEANING
Request Date	Request date must be greater than or equal to earliest proposal receive date.	Bad Request Date
Request Date	You must enter a Request Date.	Missing Request Date
Request Date	Request Date must be greater than or equal to Docket Assignment Date.	Bad Request Date
Request Date	Request Date must be greater than or equal to Prenegotiation Objective Submitted Date.	Bad Request Date

SCREEN FIELD	MESSAGE DISPLAYED ON SCREEN	ACTION/MEANING
Support Type	You must select a Support Type.	Missing Support Type
Support Type	Could not determine earliest Proposal Receive Date.	Missing Proposal Received Date
Support Type	Could not determine Prenegotiation Objective Submitted Date.	Missing Pre-negotiation Objective Submitted Date
Due Date	You must enter a Due Date.	Missing Due Date
Due Date	Due Date must be greater than or equal to Request Date.	Bad Due Date
Followup Date	Followup Date must be greater than or equal to Request Date.	Bad Followup Date.
Receive Date	Receive Date must be greater than or equal to Request Date.	Bad Received Date

e.   SCREEN/DATA BASE COLUMN INFORMATION

OUTSIDE SUPPORT INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
DFAS Assistance: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 55
DFAS Assistance: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 26
DFAS Assistance: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 64
DFAS Assistance: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 56
Pricing Case: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 49
Pricing Case: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 30
Pricing Case: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 61
Pricing Case: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 50
Legal Review: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 53
Legal Review: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 27
Legal Review: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 63
Legal Review: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 54
PCO Assistance: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 57
PCO Assistance: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 43
PCO Assistance: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 65
PCO Assistance: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 58
Technical Support: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 51
Technical Support: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 31
Technical Support: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 62
Technical Support: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 52
Settlement Review Board: Request Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 22
Settlement Review Board: Due Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 33
Settlement Review Board: Followup Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 73
Settlement Review Board: Receive Date	TRMN_EVNT_OCRNCS	TEO_DT: TREV_CD = 69

2.11.4.24 INVOICE/PAYMENT - TAMSDI01

   a. GENERAL

      (1) The purpose of the Invoice/Payment screen is to allow the user
   to create, update, or delete the type and amount of payments made
   against the terminated contract.

      (2) Click the Invoice button from the Insert/Update Docket Detail
   screen to display the Invoice/Payment screen as shown in Figure
   2.11.4-24.

   b. SCREEN FORMAT

Figure 2.11.4-24

   c. INPUT INSTRUCTIONS FOR INVOICE/PAYMENT - TAMSDI01

      (1) Data must be entered in accordance with the following Invoice/
   Payment information:

Material   Material refers to delivered and accepted
                      finished products or services by way of
                      commercial invoice or DD 250. This button is
                      used to display the Material (DD 250) Invoice/
                      Payment Information.

Advance   This button is used to display the Advance
                      Payment Invoice/Payment Information.

Progress   This button is used to display the Progress
                      Payment Invoice/Payment Information.

Partial	This button is used to display the Partial Payment Invoice/Payment Information.
Cost Voucher	This button is used to display the Cost Voucher Invoice/Payment Information.
Final Payment	This button is used to display the Settlement Invoice/Final Information.
All	This button is used to display all Invoice/ Payment Information.
Invoice Type	Invoice Type describes the types of invoices that can be tracked (e.g., material, advance, progress, partial, cost voucher, Final Payment). Select NONE to delete. This is a mandatory field which must be selected from the drop-down list box before entering an Invoice Number.
Invoice No.	Invoice Number is the sequential number assigned to a submitted invoice for record keeping purposes. This is an optional field which can only be entered after an Invoice Type has been entered. If it is entered, Invoice Type through Invoice Amount fields must also be entered.
Invoice Date	Invoice Date is the date the invoice was prepared. This is a mandatory field if the Invoice Number is entered.
Invoice Amount	Invoice Amount refers to the dollar amount of the payment requested. This is a mandatory field if the Invoice Number is entered. It is a maximum 14-position numeric including two decimal positions.
Supv Appr Date	Supervisor Approved Date is the date the supervisor approved partial payment after the signature of the TCO. This is a mandatory field if the Invoice Type equals the Partial Payment.
Payment Date	Payment Date is the date which payment to the contractor is made by the government. This is an optional field.
Payment Amount	Payment Amount is the amount of the payment which is actually made by the government. This is a mandatory field if the Payment Date is entered. It must be less than or equal to Invoice Amount. It is a maximum 14-position numeric including two decimal positions.
Total	This is a system generated field which is based on the sum of the Invoice Amount and the sum of the Payment Amount.

Demand Repay Date   Demand Repay Date is the date the TCO has
                         requested repayment. This is an optional field
                         that must be greater than or equal to the
                         Assignment Date.

Demand Repay Amount   Demand Repay Amount is the amount the contractor
                         has been overpaid. Mandatory if Demand Repay
                         Date is entered. It must be greater than or
                         equal to Contract Amount. It is a maximum 14-
                         position numeric including two decimal
                         positions.

K/R Vchr Cost   K/R Vchr Cost is the determination that the
                         Contractor is vouchering-out costs on a cost-
                         type contract. This is a mandatory field. It
                         must be a Y or a N.

                         The SSC will change from an F to a G if a Y is
                         entered.

Vchr Out Exp Date   The Voucher Out Exp Date is the sum of the last
                         day of the month of the Effective Termination
                         Date + 6 months. This is a system generated
                         field if the Contract Type is a Cost Type.

Unliquidated Prog Pmt   Unliquidated Progress Payment refers to payments
                         made to contractors in advance of delivery,
                         which have not been recouped by the Government
                         and which will offset the Gross Settlement
                         amount. This is a maximum 14-position numeric
                         including two decimal positions.

    (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to the
                         original format.

Return   Click this button to return to the Insert/Update
                         Docket Detail screen.

Print Click this button to print the current screen.

   d.   ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAY ON SCREEN	ACTION/MEANING
Invoice Type	Please select a valid Invoice Type.	Invalid Entry
Invoice Number	Must enter an Invoice Number	Null Entry
Invoice Date	The Invoice Date must be entered.	Invalid Entry
Invoice Amount	The Invoice Amount must be entered.	Invalid Entry

SCREEN FIELD	MESSAGE DISPLAY ON SCREEN	ACTION/MEANING
Supv Appr Date	The Supv Appr Date must be entered when the Invoice Type is Partial Payment.	Invalid Entry
Supv Appr Date	The Supv Appr Date must be greater than or equal to the Invoice Date when the Invoice Type is Partial Payment.	Invalid Entry
Payment Date	The Payment Date must be greater than or equal to the Supv Appr Date when the Invoice Type is Partial Payment.	Invalid Entry
Payment Date	The Payment Date must be entered when the Payment Amount is entered.	Invalid Entry
Payment Date	The Payment Date must be entered.	Invalid Entry
Payment Amount	The Payment Amount must be entered.	Invalid Entry
Payment Amount	The Payment Amount must be less than or equal to the Invoice Amount.	Invalid Entry
Payment Amount	The Payment Amount must be entered when the Payment Date is entered.	Invalid Entry
Demand Repay Date	The Demand Repay Date must be greater than or equal to the Assignment Date.	
Amount	The Amount must be entered when the Demand Repay Date is entered.	Invalid Entry
Amount	Please enter a value in the Demand Repay Amount field.	Invalid Entry

e.   SCREEN/DATA BASE COLUMN INFORMATION

INVOICE/PAYMENTS

FIELD NAME	TABLE NAME	TABLE COLUMN
Material	INVOICES	INV_CMIT_CD = 5
Advance	INVOICES	INV_CMIT_CD = 3
Progress	INVOICES	INV_CMIT_CD = 4
Partial	INVOICES	INV_CMIT_CD = 2
Cost Voucher	INVOICES	INV_CMIT_CD = 1
Settlement	INVOICES	INV_CMIT_CD = 6
All	INVOICES	

FIELD NAME	TABLE NAME	TABLE COLUMN
Invoice Type	INVOICES	INV_CMIT_CD
Invoice No	INVOICES	INV_NM
Invoice Date	INVOICES	INV_DT
Invoice Amount	INVOICES	INV_TOT_AM
Supv Appr Date	INVOICES	INV_PY_AUT_DT
Payment Date	PAYMENTS	PMT_DT
Payment Amount	PAYMENTS	PMT_AM
TOTAL	system generated	sum(INV_TOT_AM)
Demand Repay Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD = 47
Demand Repay Amount	TRMN_EVNT_OCRNCS	TEO_DEMND_REPMT_AM
K/R Vchr Costs	CNV_TMN_DKS	CTDK_VOUCHER_IND
Vchr Out Exp Date	CNV_TMN_DKS	CTDK_VOC_PRD_EXPR_DT
Unliquidated Prog Pmt	CNV_TMN_DKS	CTDK_UNLIQDTD_PROG_PMT_AM

2.11.4.25 SETTLEMENT INFORMATION - TAMSDT01

   a. GENERAL

   (1) The purpose of the Settlement Information screen is to allow the user to create, update, or display Settlement information.

   (2) Click the Settlement button from the Insert/Update Docket Detail screen to display the Settlement Information screen as shown in Figure 2.11.4-25.

   b. SCREEN FORMAT

Figure 2.11.4-25

   c. INPUT INSTRUCTIONS FOR SETTLEMENT INFORMATION - TAMSDT01

   (1) Data must be entered in accordance with the following Settlement information:

Gross Settl Amount   Gross Settlement Amount refers to the total
                         accepted costs or contractor entitlement before
                         offsets (i.e., unliquidated progress payments,
                         cost voucher, material payments, partial
                         payments, and disposal credit). This is a
                         mandatory field. It must have a Prenegotiation
                         Objective Prepared Date, Prenegotiation
                         Objective Submitted Date, Prenegotiation
                         Objective Approved Date, and a Prenegotiation
                         Objective Amount.

Material Payment   This is a System generated field (the sum of the
                         Payment Amount) if the Invoice Type in the
                         Material Payment field is Material Payment.

	NOTE: The Payment Amount and Invoice Type are located on the Invoice/Payment screen.
Unliquidated Progress Payment	Unliquidated Progress Payment Amount refers to payments made to contractors in advance of delivery, which have not been recouped by the Government. This is a displayed field only from the Invoice/Payment screen.
Partial Payments	Partial Payments Amount is the sum of all payments authorized by the Termination Contracting Officer (TCO) prior to the final settlement. This is a display only field. NOTE: The sum will display when the Invoice Type is Partial Payment in the Partial Payment field.
Cost Vouchered	This is a System generated field (the sum of the Payment Amount) if the Invoice Type in the Cost Voucher field is Cost Voucher. NOTE: The Payment Amount and Invoice Type are located on the Invoice/Payment screen.
Disposal Credits	The Disposal Credit Amount refers to amounts credited to the T/C settlement for termination inventory disposed of by sale or acceptance of contractors disposal offer. This is a display only field. The Disposal Credit Amount is from the Plant Clearance Assistance screen's Disposal Credit Amount field.
Other Credit	Other Credit Amount refers to any other offset. For example, a contractor on a contract other than the current one defaults. His payments on the current contract will be offset for what he owes on the other contract. This is an optional field.
Net Settl Amount	Net Settlement Amount refers to the contractor entitlement after reduction for all offsets. It is the final payment amount and a system generated field. Net Settl Amt = Gross Settlement Amt – Sum (material payments + unliquidated Progress payments + partial payments + cost vouchers + disposal credits + other credits + advance payments).
Mod No.	Modification Number is a number identifier for a final contract settlement modification. This mod no. is for the settlement that the TCO issues. Recission modification numbers are not to be placed in the data field. This is an optional field: Six alphanumeric positions. There is only one Mod No. per docket.

Mod Fwd for Signature   Modification Forwarded for Signature is the date the modification was sent to the contractor for his signature. This is an optional field if a mod no. is entered and it must be greater than or equal to the Assignment Date.

The SSC will change from a K to a L if Mod Fwd for Signature is entered.

Mod Received   Modification Received is the date the TCO receives the signed modification back from the contractor. This is an optional field if a Mod Fwd for Signature is entered and it must be greater than or equal to the Mod Fwd for Signature.

TCO Signature   TCO Signature is the date the TCO executes the settlement modification. This is an optional field if the Mod Fwd for Signature is entered and it must be greater than or equal to the Assignment Date. It must be less than the System Date.

Docket Closed   Docket Closed is the date the docket becomes inactive. This is an optional field and if the TCO signature date is entered, the Docket Closed date must be greater than or equal to the TCO Signature date. In the case of a recession, the TCO Signature date is not entered, and the Docket Closed date must be greater than or equal to the Assignment Date.

The SSC will change from a M to a N if Docket Closed Date is entered.

Closing Type Coden   The Closing Type Code is a unique code which identifies the manner of closing a docket which can be selected from the drop-down list box. It cannot be No-Cost if the Gross Settlement Amount is greater than 0 and the Prenegotiation Objective Amount is greater than 0. This is a mandatory field if the Docket Closed date is entered.

Docket to ACO   Docket to ACO is the date the docket file was sent to the Administrative Contracting Officer (ACO). This is a mandatory field if Docket Closed is entered and it must be greater than or equal to the Docket Closed date and less than the System Date.

DCMC Unit Cost   DCMC Unit Cost refers to the cost of processing a single termination. This is a System generated field. It is a maximum 14-position numeric including two decimal positions.

Unilateral Determin   The Unilateral Determination Date is the date
Date   the TCO signs the Unilateral Determination (UD)
                             modification. This is an optional field and
                             must be greater than or equal to the Assignment
                             Date.

                             The SSC will change from a L to a M if the
                             Unilateral Determin Date is entered.

Certified Claim   The Certified Claim Received Date is the date
Rec'd Date   the TCO receives the signed certified claim from
                             the contractor. This is an optional field that
                             must be greater than or equal to the Effective
                             Termination Date.

Final Decision Date   The Final Decision Date is the date the TCO
                             renders a final decision on the contractor's
                             claim. This is an optional field that must be
                             greater than or equal to the Certified Claim
                             Rec'd Date.

      (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to the
                          original format.

Return   Click this button to return to the Insert/Update
                          Docket Detail screen.

Print   Click this button to print the current screen.

   d. ERROR MESSAGES

SCREEN FIELD   MESSAGE DISPLAY   ACTION/MEANING

Gross Settl Amount   Please enter the Gross Settl   Invalid Entry
                      Amount.

Gross Settlement   Please enter Prenegotiation   Invalid Entry
Amount   Information.

Mod No   The Mod No. must be six   Invalid Entry
                      characters in length if entered.

Closing Type Code   Please select a Closing Type Code. Invalid Entry

Closing Type Code   The Closing Type Code cannot be   Invalid Entry
                      No Cost when the Gross Settl
                      Amount is >$0.00 and the Pre-
                      negotiation Objective Amount
                      is >$0.00.

SCREEN FIELD	MESSAGE DISPLAY	ACTION/MEANING
Certified Claim Received Date	The Certified Claim Received Date must be greater than or equal to the Assignment Date.	Invalid Entry
Final Decision Date	The Final Decision Date must be greater than or equal to Certified Claim Received Date.	Invalid Entry
Unilateral Determin Date	The Unilateral Determin Date must be greater than or equal to Assignment Date.	Invalid Entry
Mod Fwd for Signature	The Mod Fwd for Signature must be greater than or equal to the Assignment Date.	Invalid Entry
Mod Received	Mod Received must be greater than or equal to Mod Fwd for Signature.	Invalid Entry
TCO Signature	The TCO Signature must be greater than or equal to the Assignment Date.	Invalid Entry
TCO Sign	The TCO Signature must be less than or equal to the System Date.	Invalid Entry
Docket to ACO	The Docket to ACO must be greater than or equal to the Docket Closed.	Invalid Entry
Docket to ACO	The Docket to ACO must be less than or equal to the System Date.	Invalid Entry
Docket to ACO	Please enter a date in the Docket to ACO field	Null Entry
Docket Closed	The Docket Closed must be greater than or equal to the TCO Signature.	Invalid Entry
Docket Closed	The Docket closed must be greater than or equal to the Assignment Date.	Invalid Entry
Docket Closed	A Complexity Code must be entered if a Docket is closed.	Invalid Entry

e. SCREEN/DATA BASE COLUMN INFORMATION

SETTLEMENT INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
Gross Settl Amount	CNV_TMN_DKS	CTDK_GRS_STLMT_AM
Material Payment	INVOICES	SUM(INV_TOT_AM) INV_CMIT_CD = 5

FIELD NAME	TABLE NAME	TABLE COLUMN
Unliquidated Prog Payment	CNV_TMN_DKS	CTDK_UNLIQDTD_PROG_PMT_AM
Partial Payments	INVOICES	SUM(INV_TOT_AM) INV_CMIT_CD = 2
Cost Vouchered	INVOICES	SUM(INV_TOT_AM) INV_CMIT_CD = 5
Disposal Credit	TRMN_EVNT_OCRNCS	TEO_DSPS_CRDT_AM
Other Credits	CNV_TMN_DKS	CTDK_OTH_CRDT_AM
Net Settl Amount	AGR	AGR_NET_STLMT_AM
Mod No	CNV_TMN_DKS	CTDK_MOD_NBR
Mod Fwd for Signature	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 13
Mod Received	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 4
TCO Signature	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 21
Docket Closed	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 15
Closing Type Code	TRMN_EVNT_OCRNCS	TO_CCTY_CD
Docket to ACO	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 72
DCMC Unit Cost	TRMN_EVNT_OCRNCS	TEO_DCMC_UN_CST
Unilateral Determin Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 14
Certified Claim Rec'd Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 44
Final Decision Date	TRMN_EVNT_OCRNCS	TEO_DT TREV_CD 45
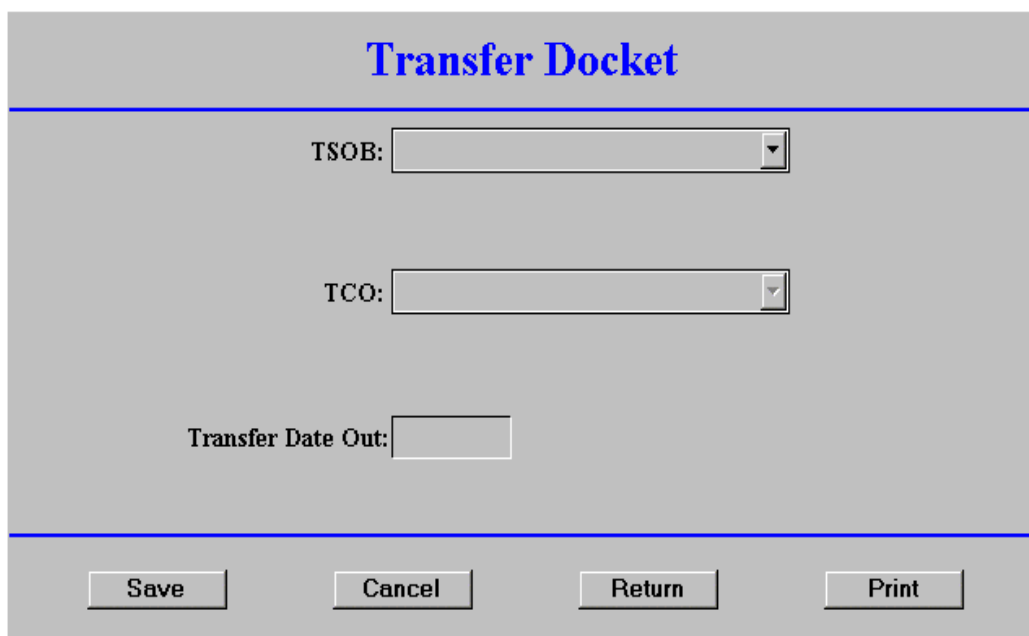
2.11.4.26 TRANSFER DOCKET - TRANSFER.OBV

   a. GENERAL

   (1) The purpose of the Transfer Docket screen is to allow only the
District Administrator and Headquarters representatives to transfer a
Docket from one TSOB to another.

   (2) Click the Transfer button from the Insert/Update Docket Detail
screen to display the Transfer Docket screen as shown in Figure 2.11.4-
26.

   b. SCREEN FORMAT

Transfer Docket

TSOB: [▼]

TCO: [▼]

Transfer Date Out: [   ]

[Save]   [Cancel]   [Return]   [Print]

Figure 2.11.4-26

   c. INPUT INSTRUCTIONS FOR TRANSFER DOCKET - TRANSFER.OBV

   (1) Data must be entered in accordance with the following Transfer
Docket information:

TSOB   Termination is being settled. This is a manda-
                        tory field which can be selected from the drop-
                        down list box.

TCO	Termination Contracting Officer is the person assigned to settle the specific Termination for Convenience. This is a mandatory field which can be selected from the drop-down list box.
Transfer Date Out	The Date a Termination for Convenience was transferred from one Termination Settlement Office Branch to another. This is a mandatory field. It must be greater than or equal to the Assignment Date.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to Save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Insert/ Update Docket Detail screen.
Print	Click this button to print the current screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Transfer Date Out	Please enter the Transfer Date Out.	Invalid Entry
Transfer Date Out	The Transfer Date Out must be greater than or equal to the Assignment Date.	Invalid Entry
SAVE BUTTON	An error occurred during the Save.	Error on Save
TSOB COMBO	Please select a TSOB to transfer the Docket.	Invalid Entry
TCI COMBO	Please select a TCO to transfer the Docket.	Invalid Entry

e. SCREEN/DATA BASE COLUMN INFORMATION

None.

2.11.4.27   CUSTOMER INFORMATION MENU - TAMSCU01

   a.   GENERAL

     (1) The purpose of the Customer Information Menu screen is to allow
the user to select the type of Customer for which information will be
entered.

     (2) Click the Customer button from the Toolbar to display the
Customer Information Menu screen or select the Menubar option
Functions:Customer as shown in Figure 2.11.4-27.

   b.   SCREEN FORMAT

Customer Information Menu

Please Select One Customer

Contracting Area Office
Contractor CAGE Code
DFAS
DoD Buying Activity
Government Audit Agency (DCAA)
International Organization
Legal
Non DoD Buying Activity
Plant Clearance Office
Pricing
Property
Settlement Review Board
Subcontractor without CAGE Code
Technical
Termination Settlement Office

| Ok | Cancel | Exit |

Figure 2.11.4-27

   c.   INPUT INSTRUCTIONS FOR CUSTOMER INFORMATION MENU - TAMSCU01

     (1) Data must be entered in accordance with the following Customer
Information Menu:

Contracting Area   The Contracting Area Office is the Defense
Office   Contract Administration Office with cognizance
                          of the terminated contract.

Contractor CAGE   Contractor CAGE Code indicates a specific
Code   contractor by CAGE Code and full name. CAGE
                          refers to a user input five digit contractor
                          code, formerly known as a FSCM.

DFAS	DFAS is the Defense Finance and Accounting Service activity usually responsible for payment reconciliation provided at the TCO's request.
DoD Buying Activity	DoD Buying Activity refers to DoD buying activities such as Army Material Command, Navy Ships Parts Control Center, etc.
Government Audit Agency (DCAA)	Government Audit Agency refers to the cognizant DoD audit agency activity.
International Organization	International Organization represents any Termination Settlement Office entity residing in a foreign country.
Legal	Legal refers to the legal office which supports the Contracting Area Office.
Non-DoD Buying Activity	Non-DoD activity refers to buying activities such as NASA, Department of Energy, etc.
Plant Clearance Office	Plant Clearance Office refers to a cognizant Contract Area Office with plant clearance capability.
Pricing	Pricing refers to the Price Analyst of the Contracting Area Office.
Property	Property refers to Property Administration personnel at the Contracting Area Office.
Settlement Review Board	Settlement Review Board refers to the Contracting Area Office that has authority in accordance with DLAD 5000.4, Part V, Chapter 11 to review termination settlements in excess of $1 million and prenegotiation memorandums in excess of $10 million.
Subcontractor Without CAGE Code	This includes Subcontractors that do not have government CAGE Codes.
Technical	Technical Support refers to the Technical Analysts who support the Contracting Area Office.
Termination Settlement Office	Termination Settlement Office (TSO) refers to the TCO team supporting the Contracting Area Office.

(2) PUSH BUTTONS:

BUTTON   ACTION

OK   Click this button to display the screen associ-
                                ated to the Menu option selected.

Cancel   Click this button to return the screen back to
                                the original format.

Exit   Click this button to display a Yes or No veri-
                                fication box. The TAMS application will close
                                if the Yes button is depressed or will return
                                to the previous screen if the No button is de-
                                pressed.

    d.   ERROR MESSAGES

                                MESSAGES DISPLAYED
SCREEN FIELD   ON SCREEN   ACTION/MEANING

OK push button   A Customer option   Please Select an
                                must be selected.   option

    e.   SCREEN/DATA BASE COLUMN INFORMATION

       None.

2.11.4.28 CONTRACTOR CAGE CODE INFORMATION - TAMSCU02

   a. GENERAL

      (1) The purpose of the Contractor CAGE Code Information screen is to allow the user to create, update, or delete Contractor Information.

      (2) Click the Contractor CAGE Code and the OK push button or double click the Contractor CAGE Code from the Customer Information Menu screen to display the Contractor CAGE Code Information screen as shown in Figure 2.11.4-28.

   b. SCREEN FORMAT

Figure 2.11.4-28

   c. INPUT INSTRUCTIONS FOR CONTRACTOR CAGE CODE INFORMATION – TAMSCU02

      (1) Data must be entered in accordance with the following Contractor CAGE Code Information:

CAGE   CAGE refers to a 5-alphanumeric code that iden-
                              tifies a specific contractor. This is a manda-
                              tory field.

ACO   ACO is the Administrative Contracting Officer
                             who has the authority to do Contract Admini-
                             stration activities except termination settle-
                             ments. This is an optional field: 3-alphanu-
                             meric code.

DoDAAC/CAO   The DoDAAC/CAO is split into two fields by
                             code and the name of the office which can be
                             selected from a pull down list. The DoDAAC/CAO
                             must be initially entered from the Contracting
                             Area Office screen.

                             The DoDAAC is the DoD Activity Address Code
                             and is a maximum 6-alphanumeric field. It
                             uniquely identifies the address of a specific
                             DoD Organization.

                             CAO is the Contract Administration Office and
                             is a mandatory field if a new CAGE is entered.
                             Four characters are required to perform a CAO
                             search.

Org Name   Org Name indicates the full name of the organi-
                             zation and is a maximum 30-position alphanu-
                             meric mandatory field.

Office   Office indicates the short or abbreviated name
                             of the organization and is a maximum 30-posi-
                             tion alphanumeric mandatory field.

Business Size   The Business Size code indicates whether the
                             business is large (L) or small (S) as deter-
                             mined by criteria in the Federal Acquisition
                             Regulation (FAR). This is a mandatory field
                             and can be selected from the drop-down list
                             box. This field will be displayed if a
                             Business Size was entered from the Contractor
                             CAGE Code Information screen.

Address   Address indicates the street address where the
                             contractor is located and is a maximum 80-
                             position alphanumeric mandatory field.

City   City indicates the city where the contractor is
                             physically located and is a maximum 30-position
                             alphanumeric mandatory field.

State   State indicates the state where the contractor
                             is physically located and is a maximum 2-posi-
                             tion alpha mandatory field when country equals
                             to United States (U.S.). State can be selected
                             from a drop-down list box. If the state field
                             is blank and the country equals Canada, then
                             the province must be entered.

ZIP Code   ZIP Code indicates the contractor's ZIP code
                            and is a maximum 15-position alphanumeric
                            mandatory field. Alphas must be all caps.

Country   Country indicates the country location of the
                            contractor. This is a mandatory field which
                            can be selected from the drop-down list box if
                            a new CAGE is entered.

Province   Province indicates the province location of the
                            contractor if applicable. This is a maximum
                            80-position alphanumeric mandatory field if
                            the country is Canada. The Province can be
                            selected from the drop-down list box.

Subsettlement   Subsettlement Authority is when the TCO grants
Authority   settlement authority to the prime contractor to
                            settle subcontract terminations without TCO
                            approval. This is an optional field.

Subsettlement Amount   Subsettlement Amount is the monetary limitation
                            authority that the TCO has granted the prime
                            contractor to settle the T/C without TCO
                            approval. This is a maximum 14-position
                            numeric mandatory field if the Subsettlement
                            Authority is entered.

    (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to
                            the original format.

Exit   Click this button to display a Yes or No
                            verification box. The TAMS application will
                            close if the Yes button is depressed or will
                            return to the previous screen if the No button
                            is depressed.

  d. ERROR MESSAGES

                            MESSAGES DISPLAYED
SCREEN FIELD   ON SCREEN   ACTION/MEANING

Inserted CAGE Code   Contractor CAGE Code   Contractor CAGE
                            exists.   Code Exists

Inserted CAGE Code   Could Not Find New   Invalid Insert
                            CAGE Code.

| | MESSAGES DISPLAYED | |
SCREEN FIELD	ON SCREEN	ACTION/MEANING
Search CAGE Code	Contractor CAGE Code does not exist.	Invalid Entry
DoDAAC/CAO	Please enter at least three characters of a Contract Area Office value in the CAO field.	Null Error
DoDAAC/CAO	There are no CAOs that match the DoDAAC entered. Please enter a valid CAO DoDAAC.	Invalid CAO entered
Org Name	Please enter a value in the Org Name field.	Null Error
Office	Please enter a value in the Office field.	Null Error
Business Size	Please select a business size.	Null Error
City	Please enter a City.	Null Error
State	Please select a State.	Null Error
ZIP Code	Please enter a ZIP Code.	Null Error
ZIP Code	Please enter a value in the ZIP Code field.	Null Error
ZIP Code	Please enter a valid ZIP Code.	Error
Country	Please select a Country.	Null Error
Country	CONTACT YOUR ADMINISTRATOR. COUNTRY CODE FOR THE USA IS MISSING!	DBA Error
Province	Please select a Province.	Null Error
Address	An Address must be specified.	Null Entry
CAGE Code	Contractor CAGE code does not exist.	Not Found

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Subsettlement Amount	Please enter the Sub- -settlement Amount in the Subsettlement Amount.	Invalid Entry
Text Fields	Commas are not valid characters. Please replace it with a dash or space.	Invalid Character
Text Fields	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character
CAO Name	Please enter at least three characters.	Null Error
CAO Name	No Records Found that match your criteria.	No Match

   e.   SCREEN/DATA BASE COLUMN INFORMATION

CONTRACTOR CAGE CODE INFORMATION

FIELD NAME	TABLE NAME	TABLE COLUMN
CAGE	ORGS	ORG_ID ORG_OMT_CD = 5
ACO	ORGS	ORG_ACO_CD
DoDAAC/CAO	ORGS	ORG_ORG_ID ORG_ORG_OMT_CD = 14
Org Name	ORGS	ORG_FULL_NM
Office	ORGS	ORG_SHRT_NM
Business Size	ORGS	ORG_BCAT_CD ORG_BCAT_CAT_CD = 6
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX
City	LOCS	LOC_PHYS_ADR_CITY_NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
ZIP	LOCS	LOC_PHYS_ADR_ZN_ID

FIELD NAME	TABLE NAME	TABLE COLUMN
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US else 2 for foreign country
Province	LOCS	LOC_PRVNC
Subsettlement Authority		
Subsettlement Authority Amount	CTR_SET_AUTH	CSA_LIM_AM

2.11.4.29 OTHER CUSTOMERS - TAMSCU03

  a. GENERAL

    (1) The purpose of the Other Customer screens are listed below:

      (a) The DFAS screen allows the user to create, update, or delete DFAS information.

      (b) The DoD Buying Activity screen allows the user to create, update, or delete Non-DoD Buying Activity information.

      (c) The Government Audit Agency(DCAA) screen allows the user to create, update, or delete DCAA information.

      (d) The International Organization screen allows the user to create, update, or delete International Organization information.

      (e) The Non-DoD Buying Activity screen allows the user to create, update, or delete Non-DoD Buying Activity information.

      (f) The Subcontractor without a Cage screen allows the user to create, update, or delete Subcontractor without a CAGE.

    (2) Click the appropriate customer and the OK push button or double click the appropriate customer from Customer Information Menu screen to display the following screens as shown in Figure 2.11.4-29:

TABLE NAME	SCREEN NUMBER	SCREEN DESCRIPTION
DFAS	TAMSCU03	DFAS
DoD Buying Activity	TAMSCU03	DoD Buying Activity
Government Audit Agency(DCAA)	TAMSCU03	Government Audit Agency (DCAA)
International Organization	TAMSCU03	International Organization
Non-DoD Buying Activity	TAMSCU03	Non-DoD Buying Activity
Subcontractor without CAGE Code	TAMSCU03	Subcontractor without CAGE Code

b. SCREEN FORMAT

Figure 2.11.4-29

c. INPUT INSTRUCTIONS FOR OTHER CUSTOMERS - TAMSCU03

   (1) Data must be entered in accordance with the following Other
Customers information:

System ID   System ID is a system generated number for
                          identification of ORGs without DoDAACs or CAGE
                          Codes.

Org Name   Org Name indicates the full name of the organi-
                          zation and is a maximum 30-position alphanu-
                          meric mandatory field.

Office   Office indicates the short or abbreviated name
                          of the organization and is a maximum 30-pos-
                          tion alphanumeric mandatory field.

Address   Address indicates the street address where the
                          customer is located and is a maximum 80-posi-
                          tion alphanumeric mandatory field.

City   City indicates the city where the customer is
                          physically located and is a maximum 30-position
                          alphanumeric mandatory field.

State	State indicates the state where the customer is physically located and is a maximum 2-position alpha mandatory field when country equals to United States (U.S.). State can be selected from a drop-down list box. If the state field is blank and the country equals Canada, then the province must be entered.
ZIP Code	ZIP Code indicates the customer's ZIP code and is a maximum 15-position alphanumeric mandatory field. Alphas must be all caps.
Country	Country indicates the country location of the customer. This is a maximum 80-position alphanumeric mandatory field. The Country can be selected from the drop-down list box.
Province	Province indicates the province location of the Customer, if applicable. This is a maximum 80-position alphanumeric mandatory field if the country is Canada. The Province can be selected from the drop-down list box.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to Save the changes made.
Cancel	Click this button to return the screen back to the original format.
Exit	Click this button to display a Yes or No verification box. The TAMS application will close if the Yes button is depressed or return to the previous screen if the No button is depressed.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Inserted Value	Could Not Find New Record.	Invalid Insert
Inserted Value	Code does not exist.	Not Found
Org Name	Please enter a value in the Org Name field.	Null Error
Office	Please enter a value in the Office field.	Null Error

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
City	Please enter a City.	Null Error
State	Please select a State.	Null Error
ZIP Code	Please enter a ZIP Code.	Null Error
ZIP Code	Please enter a value in the ZIP Code field.	Null Error
ZIP Code	Please enter a valid ZIP Code.	Error
Country	CONTACT YOUR ADMINISTRATOR. COUNTRY CODE FOR THE USA IS MISSING!	DBA Error
Country	Please select a Country.	Null Error
Province	Please select a Province.	Null Error
Address	An Address must be specified.	Null Entry
Text Fields	Commas are not valid characters. Please replace it with dash or space.	Invalid Character
Text Fields	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character

e.   SCREEN/DATA BASE COLUMN INFORMATION

DFAS (15), DoD BUYING ACTIVITY (1),
GOVERNMENT AUDIT AGENCY (DCAA) (3), INTERNATIONAL ORGANIZATION (10),
NON-DoD BUYING ACTIVITY (17), SUBCONTRACTOR WITHOUT CAGE CODE (18)

FIELD NAME	TABLE NAME	TABLE COLUMN
DoDAAC/CAGE Code	ORGS	ORG_ID ORG_OMT_CD = Value within parenthesis
Org Name	ORGS	ORG_FULL_NM
Office	ORGS	ORG_SHRT_NM
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX

FIELD NAME	TABLE NAME	TABLE COLUMN
City	LOCS	LOC_PHYS_ADR_CITY_NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
ZIP	LOCS	LOC_PHYS_ADR_ZN_ID
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US else 2 for foreign country
Province	LOCS	LOC_PRVNC

2.11.4.30 OTHER CUSTOMERS - TAMSCU04

  a. GENERAL

    (1) The purpose of the Other Customer screens are listed below:

      (a) The Legal screen allows the user to create, update, or delete
Legal information.

      (b) Plant Clearance Office Information screen allows the user to
create, update, or delete Plant Clearance Office Information.

      (c) The Pricing screen allows the user to create, update, or
delete Pricing Office information.

      (d) The Property screen allows the user to create, update, or
delete Property Office information.

      (e) The Settlement Review Board screen allows the user to create,
update, or delete Settlement Review Board information.

      (f) The Technical screen allows the user to create, update, or
delete Technical Office information.

      (g) The Termination Settlement Office screen allows the user to
create, update, or delete Termination Settlement Office information.

    (2) Click the appropriate customer and the OK push button or double
click the appropriate customer from Customer Information Menu screen to
display the following screens as shown in Figure 2.11.4-30:

TABLE NAME	SCREEN NUMBER	SCREEN DESCRIPTION
Legal	TAMSCU04	Legal
Plant Clearance Office	TAMSCU04	Plant Clearance Office
Pricing	TAMSCU04	Pricing
Property	TAMSCU04	Property
Settlement Review Board	TAMSCU04	Settlement Review Board
Technical	TAMSCU04	Technical
TSO	TAMSCU04	TSO

b. SCREEN FORMAT

Figure 2.11.4-30

c. INPUT INSTRUCTIONS FOR OTHER CUSTOMERS - TAMSCU04

   (1) Data must be entered in accordance with the following Other
Customers information:

DoDAAC   The DoDAAC is the DoD Activity Address Code and
                        is a maximum 6-position alphanumeric mandatory
                        field. It uniquely identifies the address of a
                        specific DoD Organization.

CAO   CAO is the Contract Administration Office and
                        is a mandatory field. A CAO will display once
                        a valid DoDAAC is entered.

Org Name   Organization Name identifies the physical loca-
                        tion of the Termination Settlement Office and a
                        maximum 30-position alphanumeric mandatory
                        field if a new DCMAO/DPRO is entered.

Office   Office indicates the short or abbreviated name
                        of the Termination Settlement Office and is a
                        maximum 30-position alphanumeric mandatory
                        field.

Address   Address indicates the street address where the
                           Termination Settlement Office is located and is
                           a maximum 80-position alphanumeric mandatory
                           field.

City   City indicates the city where the Termination
                           Settlement Office is physically located and is
                           a maximum 30-position alphanumeric mandatory
                           field.

State   State indicates the state where the Termination
                           Settlement Office is physically located and is
                           a maximum 2-position alpha mandatory field when
                           country equals to United States (U.S.). State
                           can be selected from a drop-down list box. If
                           the state field is blank and the country is
                           Canada then the province must be entered.

ZIP Code   ZIP Code indicates the Termination Settlement
                           Office's ZIP Code and is a maximum 15-position
                           alphanumeric mandatory field. Alphas must be
                           all caps.

Country   Country indicates the country location of the
                           Termination Settlement Office and is a maximum
                           80-position alphanumeric mandatory field. The
                           Country can be select from the drop-down list
                           box.

Province   Province indicates the province location of the
                           Termination Settlement Office if applicable.
                           This is a maximum 80-position alphanumeric
                           mandatory field if the country is Canada. The
                           Province can be selected form the drop-down
                           list box.

        (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to
                           the original format.

Exit   Click this button to display a Yes or No veri-
                           fication box. TAMS application will close if
                           the Yes button is depressed or return to the
                           previous screen if the No button is depressed.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
CAO	CAO does not exist or is invalid. CANNOT insert.	Invalid Request
Inserted Value	Could Not Find New Record.	Invalid Insert
Org Name	Please enter a value in the Org Name field.	Null Error
Office	Please enter a value in the Office field.	Null Error
City	Please enter a City.	Null Error
State	Please enter a State.	Null Error
ZIP Code	Please enter a ZIP Code.	Null Error
ZIP Code	Please enter a value in the ZIP Code field.	Null Error
ZIP Code	Please enter a valid ZIP Code.	Error
Country	CONTACT YOUR ADMINISTRATOR. COUNTRY CODE FOR THE USA IS MISSING!	DBA Error
Country	Please select a Country.	Null Error
Province	Please select a Province.	Null Error
Inserted Code	Code does not exist.	Not Found
Address	An Address must be specified.	Invalid Character
None	Commas are not valid characters. Please replace it with a dash or space.	Invalid Character
None	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character

e. SCREEN/DATA BASE COLUMN INFORMATION

        LEGAL (16), PLANT CLEARANCE OFFICE (13), PRICING (7),
             PROPERTY (12), SETTLEMENT REVIEW BOARD (11),
             TECHNICAL (19), TERMINATION SETTLEMENT OFFICE

FIELD NAME	TABLE NAME	TABLE COLUMN
DoDAAC	ORGS	ORG_ID ORG_OMT_CD = Value within parenthesis
CAO	ORGS	ORG_ID ORG_OMT_CD = 14
Org Name	ORGS	ORG_FULL_NM
Office	ORGS	ORG_SHRT_NM
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX
City	LOCS	LOC_PHYS_ADR_CITY_NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
ZIP	LOCS	LOC_PHYS_ADR_ZN_ID
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US else 2 for foreign country
Province	LOCS	LOC_PRVNC

2.11.4.31 CONTRACTING AREA OFFICE - TAMSCU05

   a. GENERAL

   (1) The purpose of the Contracting Area Office screen is to allow
the user to create, update, or delete Contracting Area Office
Information.

   (2) Click the Contracting Area Office and the OK push button or
double click the Contracting Area Office from the Customer Information
Menu screen to display the Contracting Area Office screen as shown in
Figure 2.11.4-31.

   b. SCREEN FORMAT

Figure 2.11.4-31

   c. INPUT INSTRUCTIONS FOR CONTRACTING AREA OFFICE - TAMSCU05

   (1) Data must be entered in accordance with the following
Contracting Area Office information:

DoDAAC   The DoDAAC is the DoD Activity Address Code and is a
             maximum six position alphanumeric mandatory field. It
             uniquely identifies the address of a specific DoD
             Organization.

District   District indicates the regional physical location of the
             Contracting Area Office and is a maximum 80-position
             alphanumeric mandatory field. It can be selected from a
             pull down list.

Org Name   Organization Name identifies the full name of the
              Contracting Area Office and is a maximum 30-position
              alphanumeric mandatory field.

Office   Office indicates the short or abbreviated name of the
              Contracting Area Office and is a maximum 30-position
              alphanumeric mandatory field.

Address   Address indicates the street address where the Contracting
              Area Office is located and is a maximum 80-position
              Alphanumeric mandatory field.

City   City indicates the city where the Contracting Area Office
              is physically located and is a maximum 30-position
              alphanumeric mandatory field.

State   State indicates the state where the Contracting Area
              Office is physically located and is a maximum two position
              alphanumeric mandatory field when country equals to U.S.,
              United States. State can be selected from a drop-down
              list box. If the state field is blank and the country
              equals Canada then the province must be entered.

ZIP Code   ZIP Code indicates the Contracting Area Office's ZIP Code
              and is a maximum 15-position alphanumeric mandatory field.
              Alpha's must be all caps.

Country   Country indicates the country location of the Contracting
              Area Office and is a maximum 80-position alphanumeric
              mandatory field. The Country can be select from the drop-
              down list box.

Province   Province indicates the province location of the
              Contracting Area Office if applicable. This is a maximum
              80-position alphanumeric mandatory field if the country is
              Canada. The Province can be selected from the drop-down
              list box.

     (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to the original
              format.

Exit   Click this button to display a Yes or No verification box.
              The TAMS application will close if the Yes button is
              depressed or return to the previous screen if the No
              button is depressed.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
CAO	Contracting Area Office exists.	CAO Exists
CAO	CAO does not exist.	Invalid Insert
District	Please select a District from the District Combo Box.	Null Error
Org Name	Please enter a value in the Org Name field.	Null Error
Office	Please enter a value in the Office field.	Null Error
City	Please enter a City.	Null Error
State	Please enter a State.	Null Error
ZIP Code	Please enter a ZIP Code.	Null Error
ZIP Code	Please enter a value in the ZIP Code field.	Null Error
ZIP Code	Please enter a valid ZIP Code.	Error
Country	CONTACT YOUR ADMINISTRATOR. COUNTRY CODE FOR THE USA IS MISSING!	DBA Error
Country	Please select a Country.	Null Error
Province	Please select a Province.	Null Error
Insert Value	Contracting Area Office does not exist.	Not Found
Address	An Address must be specified.	Null Error
None	Commas are not valid characters. Please replace it with a dash or space.	Null Error
None	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character

e. SCREEN/DATA BASE COLUMN INFORMATION

CONTRACTING AREA OFFICE

FIELD NAME	TABLE NAME	TABLE COLUMN
DoDAAC	ORGS	ORG_ID ORG_OMT_CD = 14
District	ORGS	ORG_ID ORG_OMT_CD = 20
Org Name	ORGS	ORG_FULL_NM
Office	ORGS	ORG_SHRT_NM
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX
City	LOCS	LOC_PHYS_ADR_CITY_ NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
ZIP	LOCS	LOC_PHYS_ADR_ZN_ID
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US else 2 for foreign country
Province	LOCS	LOC_PRVNC

2.11.4.32 CREATE LETTER/MEMO MENU - TAMSCM01

  a. GENERAL

    (1) The CREATE LETTER/MEMO MENU screen allows the user to display the following Letters/Modifications or Forms:

      (a) Opening Letter to Contractor.

      (b) Opening Letter to ACO.

      (c) Opening Letter to PCO.

      (d) Opening Letter to DFAS.

      (e) Opening Letter to Property.

      (f) Release of Excess Funds Form.

      (g) Release of Excess Funds Initial Letter.

      (h) Release of Excess Funds Interim Letter.

      (i) Release of Excess Funds Final Letter.

      (j) Proposal Alert to Contractor.

      (k) Mod Cover to Contractor - Initial.

      (l) Mod Cover to Contractor - Final.

      (m) Docket File to ACO Letter.

      (n) Mod to PCO with Final 1598.

      (o) Mod to ACO Letter.

      (p) Mod to DFAS with Invoice.

      (q) Mod to DFAS.

      (r) Request for Plant Clearance (DD 1640).

      (s) Request for Plant Clearance Letter.

      (t) Price/Cost Analysis or Review Request.

      (u) Termination File Checklist.

      (v) Forms to Contractor Letter.

      (w) Prenegotiation Objectives.

      (x) Settlement Memo - No - Cost Settlement.

(y) Settlement Memo - No - Cost Determination.

(z) Settlement Memo - No - Cost with Equitable Adjustment.

(aa) Settlement Memo - Short Form.

(ab) Settlement Memo - Long Form.

(ac) Initial Conference Worksheet.

(ad) Modification - Fixed Price Complete.

(ae) Modification - Fixed Price Partial.

(af) Modification - No - Cost Complete.

(ag) Modification - No - Cost Partial.

(ah) Modification - Unilateral Mod (No Cost).

(ai) Modification - Deobligation of Excess Funds.

(aj) Modification - Fixed Price Partial with Equitable Adjustment.

(ak) Modification - No - Cost Partial with Equitable Adjustment.

(al) Modification - Standard Form 30 Template.

(am) Modification - Cost Type Complete.

(an) Modification - Cost Type Partial (Fee Only).

(2) Click MEMO from the TOOLBAR to display the Create Letter/Memo Menu screen or select the Menubar option Functions: MEMO as shown in Figure 2.11.4-32.

(3) The user may select multiple Letters or Memos out of sequential order to process at one time by holding down CTRL and selecting the additional Letters with the left mouse button.

(4) The user may select multiple Letters or Memos in sequential order by holding down SHIFT and selecting the first and last letter or Memo in the group with the left mouse button.

b. SCREEN FORMAT

Create Letter/Memo Menu

Docket No: F940237SD

Opening Letter to Contractor
Opening Letter to ACO
Opening Letter to PCO
Opening Letter to DFAS
Opening Letter to Property
Release of Excess Funds Form
Release of Excess Funds Initial Letter
Release of Excess Funds Interim Letter
Release of Excess Funds Final Letter
Proposal Alert to Contractor
Mod Cover to Contractor - Initial
Mod Cover to Contractor - Final
Docket File to ACO Letter

Generate Letter   Cancel   Exit

Enter a Docket Number.

Figure 2.11.4-32

c. INPUT INSTRUCTIONS FOR CREATE LETTER/MEMO MENU - TAMSCM01

(1) Data must be entered in accordance with the following Create
Letter/Memo Menu information: Enter a Docket Number, select either a
Letter/Form or Mod, and click the Generate Letter button.

Docket Number	Docket Number is a mandatory field. Only existing docket numbers are accepted.
Opening Letter to Contractor	The Opening Letter to Contractor tells the contractor which individual in the government is responsible for the termination settlement.
Opening Letter to ACO	The Opening Letter to ACO requests that the ACO furnish the TCO with a list of any known claims against the contractor.
Opening Letter to PCO	The Opening Letter to PCO identifies the Termina- Contracting Officer (TCO) to the Procurement Contracting Officer (PCO) and asks for a list of undefinitized changes to the contract.
Opening Letter to DFAS	The Opening Letter to DFAS identifies the responsible Termination Contracting Officer (TCO) and requests the Defense Finance and Accounting Service (DFAS) to advise of disbursements under the contract.

Opening Letter to Property	The Opening Letter to Property identifies the Termination Contracting Officer (TCO) and requests the Property Administrator to advise of the status of any GFM, GFE, or GFP accountable under the contract.
Release of Excess Funds Form	The Release of Excess Funds Form is used by the Termination Contracting Officer (TCO) to initiate release of funds back to the Buying Activity once the settlement has been reviewed.
Release of Excess Funds Initial Letter	A Release of Excess Funds Initial Letter is a Letter is a memorandum prepared by the Termination Contracting Officer which notifies the Procurement Contracting Officer (PCO) of obligated funding not needed for termination settlement. Either this letter or a Release of Funds Form can be used to initiate a release of funds. The initial letter is the first notification.
Release of Excess Funds Interim Letter	The Release of Excess Funds Interim Letter is a letter or letters sent out in between the Release of Excess Funds Initial Letter and the Release of Excess Funds Final Letter.
Release of Excess Funds Final Letter	The Release of Excess Funds Final Letter is the last letter sent out and is prepared by the Termination Contracting Officer (TCO) which notifies the Procurement Contracting Officer (PCO) of obligated funds not needed for the termination settlement.
Proposal Alert to Contractor	The Proposal Alert to Contractor Letter notifies the contractor of the pending one year expiration date to submit his settlement proposal.
Mod Cover to Contractor-Initial	The Modification Cover to Contractor - Initial is the first transmittal letter which forwards the executed termination settlement modification to the contractor for signature and is returned to the TCO.
Mod Cover to Contractor - Final	The Modification Cover to Contractor-Final is the last transmittal letter which forwards the executed termination settlement modification to the contractor.
Docket File to ACO Letter	The Docket File to ACO Letter is a letter which which transmits the original docket and invoice for final payment to the Administrative Contracting Officer (ACO).
Mod to PCO with Final 1598	The Modification to PCO with Final 1598 is a transmittal letter for the fully executed final settlement modification (original) to the PCO with a closing DD 1598.

Mod to ACO	The Modification to ACO is a letter which transmits final settlement modification to the Administrative Contracting Officer (ACO).
Mod to DFAS with Invoice	The Modification to DFAS with Invoice is a letter which transmits a copy of the modification and invoice for final payment to the disbursing office, if any.
Mod to DFAS	The Modification to DFAS Letter refers to a letter which transmits a copy of the termination settlement modification final payment to the disbursing office.
Request for Plant Clearance (DD (1640)	The Request for Plant Clearance Form (DD 1640) transmits termination inventory schedules to the Plant Clearance Officer (PLCO) in order to initiate the inventory disposition process.
Request for Plant Clearance Letter	The Request for Plant Clearance Letter transmits termination inventory schedules to the Plant Clearance Officer (PLCO) in order to initiate the inventory disposition process.
Price/Cost Analysis or Review Request	Price Cost Analysis or Review Request is a Termination Contracting Officer's request, via DD 1542, for an audit and/or price/cost analysis of the contractor's termination, equitable adjustment or unsettled contract change proposal.
Termination File Checklist	Termination File Checklist Letter is a Termination Checklist which refers to DLA Form 336.
Forms to Contractor Letter	Forms to Contractor Letter is a transmittal letter which forwards necessary government termination settlement forms to the contractor.
Prenegotiation Objective	The Prenegotiation Objectives Letter is a worksheet prepared by the Termination Contracting Officer which explains the government's negotiation objectives for final termination settlement. It also includes any other data pertinent to final resolution which would be helpful to third party's understanding of the TCO's intended negotiations strategy.
Settlement Memo-No-Cost Settlement	Settlement Memo-No-Cost Settlement refers to the settlement memorandum by which a contractor receives no compensation.
Settlement Memo - No-Cost Determi-nation	Settlement Memo-No-Cost Determination refers to a unilateral determination memorandum by which a contractor receives no compensation.

Settlement Memo-No-Cost with Equitable Adjustment	Settlement Memo-No-Cost with Equitable Adjustment refers to a No-Cost Settlement memorandum and a price adjustment for the continued work under the contract.
Settlement Memo-Short Form	Settlement Memo - Short Form refers to an abbreviated memorandum of negotiations.
Settlement Memo-Long Form	Settlement Memo - Long Form refers to an expanded memorandum of negotiations in accordance with DLAD 5000.4, Part V, Chapter 5 and DFARS 249.110, Parts I and II.
Initial Conference Worksheet topics	The Initial Conference Worksheet is a checklist of which include basic contract data which should be covered at the Termination Contracting Officer's initial conference with the contractor after a termination is issued.
Modification - Fixed Price Complete	Modification - Fixed Price Complete refers to a SF 30 incorporating the language of FAR 49.603-1.
Modification - Fixed Price Partial	Modification - Fixed Price Partial refers to a SF 30 incorporating the language of FAR 49.603-2.
Modification-No-Cost Complete	Modification - No-Cost Complete refers to a SF30 which incorporates the language of FAR 49.603-6.
Modification-No-Cost Partial	A Modification - No-Cost Partial refers to a SF 30 which incorporates the language of FAR 49.603-7.
Modification - Unilateral Mod (No Cost)	Unilateral Mod (No-Cost) refers to the SF 30 which formalizes a unilateral modification action for failure to file a timely settlement proposal.
Modification - Deobligation of Excess Funds	Modification - Deobligation of Excess Funds refers to SF 30 which also incorporates deobligation accounting information.
Modification - Fixed Price Partial with Equitable Adjustment	Modification - Fixed Price Partial with Equitable Adjustment refers to a SF 30 incorporating the language of FAR 49.603-2 with additional price adjustment language for the continued work.
Modification-No-Cost Partial with Equitable Adjustment	Modification - No-Cost Partial with Equitable Adjustment refers to a SF30 which incorporates the language of FAR 49.603-7 with additional provisions for price adjustment of continued work.
Modification-Standard Form 30 (Template)	Modification - Standard Form 30 (Template) refers to the standard modification format.

Modification-Cost   Modification-Cost Type Complete is for cost type
Type Complete   contracts that have be completely terminated.

Modification-Cost   Modification-Cost Type Partial (Fee Only) is for
Type Partial (Fee   cost type contracts that have been partially
Only)   terminated.

    (2) PUSH BUTTONS:

BUTTON   ACTION

Generate Letter   Click this button to display Letters/Modifications or
                      Forms.

Cancel   Click this button to return the screen back to the
                      original format.

Exit   Click this button to display a Yes or No verification
                      box. The TAMS application will close if the Yes
                      button is depressed or return to the previous screen
                      if the No button is depressed.

  d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Docket Number	A Docket Number must be entered.	Null Error
Docket Number	An error occurred trying to produce this letter.	Invalid Entry

  e. SCREEN/DATA BASE COLUMN INFORMATION

<div align="center">CREATE LETTER/MEMO MENU</div>

FIELD NAME	TABLE NAME	TABLE COLUMN
Docket No	CNV_TMN_DKS	CTDK_DKT_NBR

NOTES: Please see Letters/Memos for more details. (Appendix A)

2.11.4.33 TERMINATION SETTLEMENT STATUS - TAMSCM10

   a. GENERAL

     (1) The purpose of the Termination Settlement Status screen is to
allow users to print a single DD Form 1598 by entering the desired
docket number, print all the active dockets for a particular user, or
print all the active docket numbers for the users region.

     (2) To display the Termination Settlement Status screen as shown in
Figure 2.11.4-33:

     (3) Select File from menubar.

     (4) Select Print.

     (5) Select Print DD Form 1598.

   b. SCREEN FORMAT

Figure 2.11.4-33

   c. INPUT INSTRUCTIONS FOR TERMINATION SETTLEMENT STATUS - TAMSCM02.

     (1) Data must be entered in accordance with the following Termina-
tion Settlement Status information:

Print Docket   Click the Print Docket radio button.
                            Then enter the docket number to generate
                            DD Form 1598 for the individual docket.

Print for a TCO   Click the Print for a TCO radio button
                            and click the OK button or double click
                            the Print for a TCO radio button to
                            generate DD Form 1598 for a TCO.

All   Click the All radio button and click the
                             OK button or double click the ALL radio
                             button to generate DD Form 1598 for all
                             action dockets for user's region.

Docket Nbr   The system generates a Docket Number when
                             the Print Docket Radio button is de-
                             pressed. It is a maximum of nine posi-
                             tions alphanumeric.

Report Nbr   Report Number is a maximum 2-position
                             alphanumeric field. The system allows
                             the Report Number field to be manually
                             changed. The Report Number is increased
                             by 1 if:

                               a. The Docket Closed Date is entered.

                               b. The Transferred Out Date is
                             entered.

                               c. The Transferred In Date is entered.

                               d. It is at close of business on 31
                             March.

                               e. It is at close of business on 30
                             September.

                             NOTE: The Report Number will not in-
                             crease by 1 at close of business on
                             31 March or 30 September if the Trans-
                             ferred Out Date is entered and The
                             Transferred In Date is blank.

Type   Type is a maximum 30-position alphanu-
                             meric field. The type is OPEN if the
                             docket is initially entered. The type
                             is CLOSE if the Docket Closed Date is
                             entered. The type is TRANSFERRED if
                             the Transferred Out Date is entered. The
                             system changes:

                               a. Report type OPEN and REVISION
                             to SEMI-ANNUAL if at close of business
                             on 31 March or 30 September.

                               b. Report type TRANSFERRED to SEMI-
                             ANNUAL if the Transferred In Date is
                             entered at close of business on 31 March
                             or 30 September. The system allows the
                             Report Type field to be manually changed.

(2) PUSH BUTTONS:

BUTTON	ACTION
OK	Click this button to print the DD Form 1598 option selected.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the Insert/Update Docket screen.

d.   ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Print Docket	One of the options must be selected.	Select an Option
Print Docket	There is not a docket number matching the docket you entered.	Invalid Docket Number
Print For a TCO	No open dockets found for you.	There where no dockets found for this TCO.
All	No open dockets found for you organization.	There where no dockets found for any TCO in the region.
Report NBR	You must enter a report number.	Must enter a report number.
Report NBR	Report number must be greater than 0.	Invalid report number entered.

e.   SCREEN/DATA BASE COLUMN INFORMATION

None.

2.11.4.34 DD FORM 1598

To display DD Form 1598 as shown in Figure 2.11.4-34, do the following:

a. Select File from Menubar.

b. Select Print.

c. Select Print DD Form 1598.

DD FORM 1598

CONTRACT TERMINATION STATUS REPORT TO	Status Report Number	Report Control Symbol DD (I&L) (Q&AR) 1411
	«RPT01_ReportNo»	DATE: «DATE_Today»

SECTION I		
1. Name of Contractor: «KTR_OrgFullNm»	2. Address of Contractor «KTR_AddrLine1» «KTR_CityStateZip»	
3. Brief description of item terminated: «RPT01_LITermDesc»		
4. Region/District/Plant	«TCO_OrgShrtNm»	
5. Contract Number	«AGR_ContractNbr»	

SECTION II		
6. Effective Date of Termination	«DKT_TermDate»	
7. Date of Assignment	«DKT_EstablishedDt»	
8. Termination Type (Partial/Complete)	«DKT_TermType1»	
9. Type of Contract, FP-FPI-CPF-CPIF-LETR	«AGR_PriceTypeDesc»	
10. Amount of Contract including all supplements	«AGR_Amt»	
11. Contract Price of Items Terminated (CPIT)	«DKT_CPIT»	
12. Amount of Excess Funds Released	«RPT01_SumRLSAm»	

SECTION III		
13. Status of Settlement	«DKT_SetlStatsCd»	
14. Date Contractor's Claim Received	«RPT01_LatestStlmtPropRevDt»	
15. Amount of Prime Contractor's own charges	«EA_Amt+UCC_Amt+PROP_Amt(»	
16. Amount of Cost Vouchers paid to date	«IPAY_SumCstlPayAm»	
17. Amount of Advance, Progress or Partial Payments	«IPAY_SumOthlPayAm»	
18. Value of Termination Inventory	«RPT01_SumInvVluAm»	
19. Amount of Disposal Credits	«DKT_DspsCrdtAm»	
20. Gross Settlement Amount (VO-RE-NC-NS-UD) *	«DKT_GrsStlmtAm»	«DKT_ClosingTypeDesc»
21. Net Settlement Amount (VO-RE-NC-NS-UD) *	«AGR_NetStlmtAm»	«DKT_ClosingTypeDesc»
22. Docket Closed	«DKT_ClosedDt»	

SECTION IV		
23. Number of subcontractor's claims submitted	«RPT01_CntSubPsetSubDt»	
24. Number of subcontractor's claims approved	«RPT01_CntSubPsetAprDt»	
25. Amount of subcontractor's claims submitted	«RPT01_SumSubPsetSubAm»	
26. Amount of subcontractor's claims approved	«RPT01_SumSubPsetAprAm»	

SECTION V		
27. Type of Report **	«DKT_TSDTypeDesc»	
28. Docket Number	**«DKT_DocketNbr» (AF «DKT_AltID»)**	
29. Advance Supplemental Agreement or Amendment No	«DKT_ModNbr»	
30. Typed name of Contracting Officer «TCO_PersNm»	31. Signature	

* VO - Vouchering Out; RE - Rescinded; NC - No Cost; NS - Negotiated Settlement; UD - Unilateral Determination
** O - Opening; C - Closing; R - Revision; T - Transfer; I - Inactive; S- Semi-Annual

STATUS CODE for item 13: «RPT01_StatusCodeText»

ADDITIONAL REMARKS:
«REM_Rem1»
«REM_Rem2»
«REM_Rem3»
«REM_Rem4»
«REM_Rem5»
«REM_Rem6»
«REM_Rem7»
«REM_Rem8»

Term Settl Proposal: «RPT01_LatestTermSubAm»	EA Proposal: «RPT01_LatestEASubAm»	UCC Proposal: «RPT01_LatestUCCSubAm»	Other Credits: «RPT01_OtherCreditAm»

DD FORM 1598
PCO: «PCO_OrgFullNm»
PCO ATTN: «PCO_PersOffice»/«PCO_PersNm»
«PCO_PersAddrLine1»
«PCO_PersCityStateZip»

Figue 2.11.4-34

DD FORM 1598

1. Name of Contractor	organization full name
2. Address of contractor	physical address city name geographical location code
3. Brief Description Of Item Terminated	agreement line item description text
4. Region/District/Plant	organization short name
5. contract Number	agreement document identifier
6. Effective Date Of Termn	termn event occurrence date WITH termn event code=17(eff termn date)
7. Date Of Assignment	termn event occurrence date WITH termn event code=1(docket estab)
8. Termn Type (Partial/Complete)	termn type code
9. Type Of Contract, FP-FPI-CPF-CPIF-LETR	contract type code
10. Amount Of Contract Including All Supplements	agreement amount
11. Contract Price of Items Terminated (CPIT)	contract price of items terminated value
12. Amount Of Excess Funds Released	SUM (initial AND subsequent releases (conv termn docket.total funds released amount))
13. Status Of Settlement	settlement status code
14. Date Contractor's Claim Received	termn event occurrence date WITH termn event code=19(settl propl recd)
15. Amount Of Prime Contractor's Own Charges	SUM(the most recent submitted proposed settlement amount (FOR multiple occurrences, specify an 'R') + proposed equitable termination adjustment amount + submitted proposed settlement amount + UCC
16. Amount Of Cost Vouchers Paid To Date	sum(cost voucher paid amount)
17. Amount Of Advance, Progress OR Partial Payments	sum(advance+partial+unliquidated progress payment)
18. Value Of Termn Inventory	inventory value amount
19. Amount Of Disposal Credits	disposal credit amount
20. Gross Settlement Amount (VO-RE-NC-NS-UD) *	gross settlement amount termn status document code
21. Net Settlement Amount (VO-RE-NC-NS-UD) *	net settlement amount term status document code
22. Docket Closed	termn event occurrence date WITH termn event code=15(docket closed date)
23. Number of subcontractor's claims submitted	number of subcontractor proposals submitted
24. Number of subcontractor's claims approved	number of subcontractor proposals approved
25. Amount of subcontractor's claims submitted	submitted proposed settlement amount
26. Amount of subcontractor's claims approved	approved proposed settlement amount
27. Type of Report **	report type code
28. Docket Number	conv termn docket alternate identifier
29. Advance Supplemental Agreement or Amendment No	modification number
30. Typed name of Contracting Officer	person first name person middle name person last name
31. Signature	manual signature
Status Code For Item 13:	A - docket established B - initial conference C - proposal expected

	D - interim proposal received
	E - final proposal received
	F - audit requested
	G - contractor vouchering cost
	H - audit received
	I - negotiations in process
	J - negotiations completed
	K - proposed settlement to srb
	L - modification to contractor
	M - unilateral determn issued
	N - docket closed
* VO - Vouchering Out; RE - Rescinded; NC - No Cost; NS - Negotiated Settlement; UD - Unilateral Determination	
** O - Opening; C - Closing; R - Revision; T - Transfer; I - Inactive; S- Semi-Annual	
ADDITIONAL REMARKS: NOTE: This should only happen if EA and UCC are entered, otherwise blank	conv termn remarks AND the most recent submitted proposed settlement amount (multiple occurrences, specify an 'R' (c3) AND proposed equitable termination adjustment amount AND UCC
PCO	organization full name
	physical address detail desc text
	physical address city name
	geographical location code
	physical address zoning identifier
PCO Attn	person first name person middle name person last name organization short name

2.11.4.35 VALIDATION TABLES MENU – TAMSTB01

  a. GENERAL

    (1) The purpose of the Validation Tables Menu is to allow the user to select which table they wish to create, update, display, or delete codes. Only one selection can be made.

    (2) Click the TABLES button from the TOOLBAR to display the Validation Tables Menu screen or select the Menubar option Functions: Tables as shown in Figure 2.11.4-35.

  b. SCREEN FORMAT
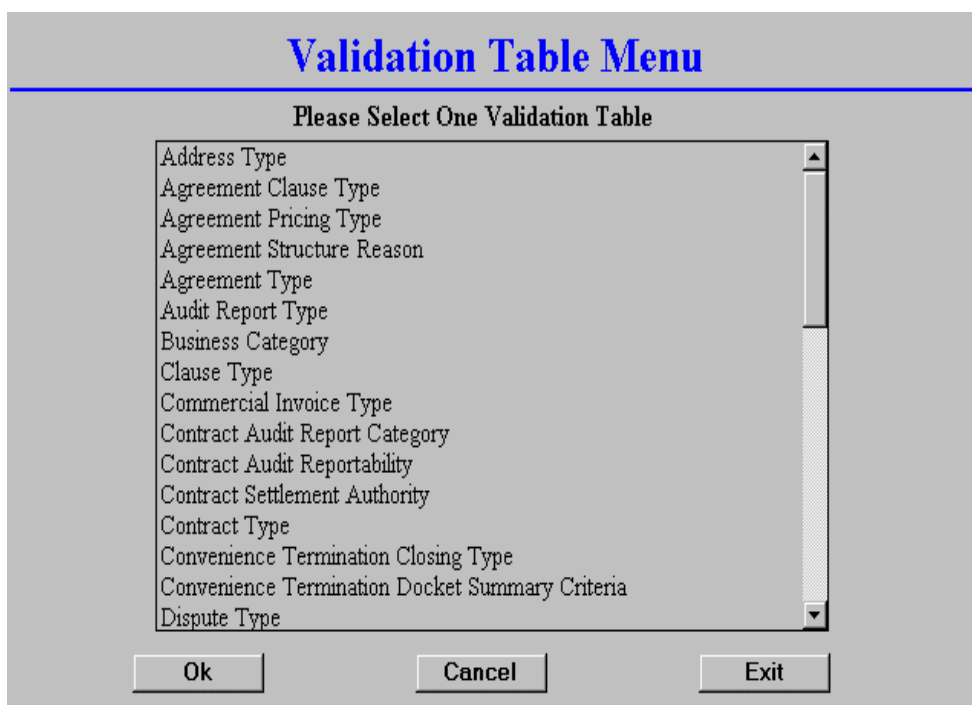
Figure 2.11.4-35

  c. INPUT INSTRUCTIONS FOR VALIDATION TABLES MENU - TAMSTB01

    (1) No data is entered. Select only one table from the Validation Table Menu and click on the OK button to display the selected table.

Address Type	Address Type identifies the categories of address being described.
Agreement Clause Type	Agreement Clause Type identifies the valid categories of agreement clauses.
Agreement Pricing Type	Agreement Pricing Type refers to the terms by which an agreement can be paid.

Agreement Structure Reason   Agreement Structure Reason identifies the reason(s) for an agreement structure.

Agreement Type   Agreement Type describes the categories of an agreement.

Audit Report Type   The Audit Report Type identifies the categories of audit and subject matter about which an audit is written. It is a mandatory field if the Audit Required field is Y.

Business Category   Business Category indicates whether the business is large in size or small in size, as determined by criteria in the Federal Acquisition Regulation (FAR).

Clause Type   Clause Type provides identification of the specific types of contract clauses.

Commercial Invoice Type   Commercial Invoice Type identifies the classification of the requested invoice.

Contract Audit Report   Contract Audit Report Category identifies the types of Category individual contract audit reports being described.

Contract Audit Reportability   Contract Audit Reportability is an indicator of contract audit reports that have high management visibility. Those contract audit reports are included in the semiannual contract audit followup report to the Inspector General, Department of Defense.

Contract Settlement Authority   Contract Settlement Authority is the authority granted to prime contractor by a Termination Contracting Officer (TCO) to settle subcontracts at or below a given dollar threshold amount. This threshold amount is reviewed yearly. The authority granted can be either blanket (for all dockets) or for a specific docket only.

Contract Type   Contract Type identifies the valid categories of contract such as a letter contract, delivery order, etc.

Convenience Termination Closing Type   Convenience Termination Closing Type distinguishes between the various methods of docket closure.

Convenience Termination Docket Summary Criteria	Convenience Termination Docket Summary Criteria identifies the means by which convenience termination dockets are stratified.
Dispute Type	Dispute Type provides the means to identify the categories of dispute.
Equitable Adjustment Authority	Equitable Adjustment Authority indicates who has the authority to administer an equitable adjustment.
First Article Agreement Status	First Article Agreement Status identifies the condition of the First Article Agreement.
First Article Approval Clause Type	First Article Approval Clause Type distinguishes between first article approval requirements.
Geographical Location Type	Geographical Location Type classifies a geographical location.
Invoice Type	Invoice Type identifies the categories of individual invoices being tracked.
Location Type	Location Type manages and restricts the selection of the various types of locations, such as Coordinates.
Memorandum Type	Memorandum Type identifies the valid categories of memorandum.
Modification Determination Type	Modification Determination Type identifies the levels of determination that apply to an agreement modification.
Organization Agreement Reason Category	Organization Agreement Reason Category provides a means to track the relationships that exist between an organization and an agreement. For example, an organization can be the originator of the agreement or an organization can be assigned to perform the work as specified by the terms of the agreement.
Organization Control Authority Type	The Organization Control Authority Type refers to the categories of organization based on the commanding, deciding or ruling authority.

Organization Mission Type	Organization Mission Type describes the categories of an organization based on its mission.
Organization Structure Reason	The Organization Structure Reason is how one organization is related to another.
Overage Reason Code	The Overage Reason Code is a code which corresponds to the descriptive reason why a Docket is overaged.
Person Memo Reason	Person Memo Reason is a way of identifying the writer or receiver of a memorandum.
Position Classification	Position Classification categorizes a position based on government or industry standards.
Position Type	Position Type defines an occupational specialty relative to a position.
Program	Program provides a means to track a specific job or project.
Proposed Settlement Type	Proposed Settlement Type identifies the different types of proposed settlements.
Proposed Settlement Status	Proposed Settlement Status identifies the condition of the Proposed Settlement. It is a mandatory field if a new code is entered and description text must also be entered.
Skill	Skill provides the necessary knowledge and abilities to perform a function.
Telephone Line Type	Telephone Line Type provides the valid set of telephone line types.
Template Type	Template Type identifies the characteristics of template.
Termination Event Category	Termination Event Category differentiates between the various types of termination events based upon the reason for tracking the event.
Termination Event Occurrence Type	Termination Event Occurrence Type determines if the Termination Event Occurrence relates to a docket alone or to a docket and a proposed settlement.

Termination Status   Termination Status Document Type identi-
Document Type   fies specific types of Termination
                            Status Reports.

Termination Type   The Termination Type identifies the
                            different types of terminations. It
                            indicates whether the termination is
                            partial (P) or complete (C).

Time Period Type   Time Period Type identifies the standard
                            measurements of time.

Unit of Measure   Unit of Measure specifies abstract order
                            size used for the purpose of measurement.

    (2) PUSH BUTTONS:

BUTTON   ACTION

OK   Click this button to display the screen associated
                    to the Menu option selected.

Cancel   Click this button to return the screen back to the
                    original format.

Exit   Click this button to display a Yes or No verifi-
                    cation box. The TAMS application will close
                    if the Yes button is depressed or return to the
                    previous screen if the No button is depressed.

  d.   ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAY	ACTION/MEANING
Validation Table Menu	A Validation Table must be selected.	Please Select a Validation Table

  e.   SCREEN/DATA BASE COLUMN INFORMATION

    None.

2.11.4.36 VALIDATION TABLES

  a. GENERAL

    (1) The purposes are:

      (a) The Address Type screen allows the user to insert, update, or delete the Address Type Codes.

      (b) The Agreement Clause Type screen allows the user to insert, update, or delete Agreement Clause Type Codes.

      (c) The Agreement Pricing Type screen allows the user to insert, update, or delete Agreement Pricing Type Codes.

      (d) The Agreement Structure Reason screen allows the user to insert, update, or delete Agreement Structure Reason Codes.

      (e)The Agreement Type screen allows the user to insert, update, or delete the Agreement Type Codes.

      (f) The Audit Report Type screen allows the user to insert, update, or delete the Audit Report Type Codes.

      (g) The Business Category screen allows the user to insert, update, or delete the Business Category Codes.

      (h) The Clause Type screen allows the user to insert, update, or delete Clause Type Codes.

      (i) The Commercial Invoice Type screen allows the user to insert, update, or delete Commercial Inventory Type Codes.

      (j) The Contract Audit Report Category screen allows the user to insert, update, or delete Contract Audit Report Category Codes.

      (k) The Contract Audit Reportability screen allows the user to insert, update, or delete Contract Audit Reportability Codes.

      (l) The Contract Settlement Authority screen allows the user to insert, update, or delete Contract Settlement Authority Codes and descriptions.

      (m) The Contract Type screen allows the user to insert, update, or delete Contract Type Codes.

      (n) The Convenience Termination Close Type screen allows the user to insert, update, or delete Convenience Termination Close Type Codes.

      (o) The Convenience Termination Docket Summary Criteria screen allows the user to insert, update, or delete Convenience Terminated Docket Summary Criteria Codes.

      (p) The Dispute Type screen allows the user to insert, update, or delete Dispute Type Codes.

(q) The Equitable Adjustment Authority screen allows the user to insert, update, or delete Equitable Adjustment Authority Codes.

(r) The First Article Agreement Status screen allows the user to insert, update, or delete First Article Agreement Status Codes.

(s) The First Article Approval Clause Type screen allows the user to insert, update, or delete First Article Approval Close Type Codes.

(t) The Geographical Location Type screen allows the user to insert, update, or delete Geographical Location Type Codes.

(u) The Invoice Type screen allows the user to insert, update, or delete Invoice Type Codes.

(v) The Location Type screen allows the user to insert, update, or delete Location Type Codes.

(w) The Memorandum Type screen allows the user to insert, update, or delete Memo Type Codes.

(x) The Modification Determination Type screen allows the user to insert, update, or delete Modification Determination Type Codes.

(y) The Organization Agreement Reason Category screen allows the user to insert, update, or delete Organization Agreement Reason Category Codes.

(z) The Organization Control Authority Type screen allows the user to insert, update, or delete Organization Control Authority Type Codes.

(aa) The Organization Mission Type screen allows the user to insert, update, or delete Organization Mission Type Codes.

(ab) The Organization Structure Reason screen allows the user to insert, update, or delete Organization Structure Reason Codes.

(ac) The Overage Reason Code screen allows the user to insert, update, or delete Overage Reason Codes.

(ad) The Person Memo Reason screen allows the user to insert, update, or delete Person Memo Reason Codes.

(ae) The Position Classification screen allows the user to insert, update, or delete Position Classification Codes.

(af) The Position Type screen allows the user to insert, update, or delete the Position Type Codes.

(ag) The Program screen allows the user to insert, update, or delete Program Codes and descriptions.

(ah) The Proposed Settlement Type screen allows the user to insert, update, or delete Proposed Settlement Type Codes.

(ai) The Proposed Settlement Status screen allows the user to insert, update, or delete the Proposed Settlement Status Codes.

(aj) The Skill screen allows the user to insert, update, or delete the Skill Codes and descriptions.

(ak) The Telephone Line Type screen allows the user to insert, update, or delete Telephone Line Type Codes.

(al) The Template Type screen allows the user to insert, update, or delete Template Type Codes.

(am) The Termination Event Category screen allows the user to insert, update, or delete Termination Event Category Codes.

(an) The Termination Event Occurrence Type screen allows the user to insert, update, or delete Termination Event Occurrence Type Codes.

(ao) The Termination Status Document Type screen allows the user to insert, update, or delete Termination Status Document Type Codes.

(ap) The Termination Type screen to allows the user to insert, update, or delete Termination Type Codes.

(aq) The Time Period Type screen allows the user to insert, update, or delete Time Period Type Codes.

(ar) The Unit of Measure screen allows the user to insert, update, or delete Unit of Measure Codes.

(2) Click to select one table at a time from the Validation Tables Menu and click the OK button to display the following screens as shown in Figure 2.11.4-36:

TABLE NAME	SCREEN NUMBER	SCREEN DESCRIPTION
Address Type	TAMSTB02	Address Type
Agr Clause Type	TAMSTB02	Agreement Clause Type
Agr Structure Reason	TAMSTB02	Agreement Structure Reason
Agr Pricing Type	TAMSTB02	Agreement Pricing Type
Agr Type	TAMSTB02	Agreement Type
Audit Report Type	TAMSTB02	Audit Report Type

TABLE NAME	SCREEN NUMBER	SCREEN DESCRIPTION
Business Cat	TAMSTB02	Business Category
Clause Type	TAMSTB02	Clause Type
Comm Inv Type	TAMSTB02	Commercial Inventory Type
Contract Audit Rpt Cat	TAMSTB02	Contract Audit Report Category
Contract Audit Rpthlty	TAMSTB02	Contract Audit Reportability
Contract Settl Auth	TAMSTB02	Contract Settlement Authority
Contract Type	TAMSTB02	Contract Type
Conv Termn Close	TAMSTB02	Convenience Type
Conv Termn Dkt Sum Crit	TAMSTB02	Termination Close Type Convenience Termination Docket Summary Criteria
Dispute Type	TAMSTB02	Dispute Type
Eq Adj Authority	TAMSTB02	Equitable Adjustment Authority
First Art Agr Status	TAMSTB02	First Article Agreement Status
First Art Aprvl Cls Type	TAMSTB02	First Article Approval Close Type
Geo Loc Type	TAMSTB02	Geographical Location Type
Invoice Type	TAMSTB02	Invoice Type
Loc Type	TAMSTB02	Location Type
Memo Type	TAMSTB02	Memo Type
Mod Det Type	TAMSTB02	Modification Determination Type

TABLE NAME	SCREEN NUMBER	SCREEN DESCRIPTION
Org Agr Reason Cat	TAMSTB02	Organization Agreement Reason Category
Org Control Auth Type	TAMSTB02	Organization Control Authority Type
Org Mission Type	TAMSTB02	Organization Mission Type
Org Structure Reason	TAMSTB02	Organization Structure Reason
Ovage Reason CD	TAMSTB02	Overage Reason Code
Person Memo Reason	TAMSTB02	Person Memo Reason
Position Classification	TAMSTB02	Position Classification
Position Type	TAMSTB02	Position Type
Program	TAMSTB04	Program
Proposed Settl Type	TAMSTB02	Proposed Settlement Type
Proposed Settl Status	TAMSTB02	Proposed Settlement Status
Skill	TAMSTB02	Skill
Telephone Line Type	TAMSTB02	Telephone Line Type
Template Type	TAMSTB02	Template Type
Termn Event Cat	TAMSTB02	Termination Event Category
Termn Event Occ Type	TAMSTB02	Termination Event Occurrence Type
Termn Status Doc Type	TAMSTB02	Termination Status Document Type
Termn Type	TAMSTB02	Termination Type
Time Period Type	TAMSTB02	Time period Type
Unit of Measure	TAMSTB03	Unit of Measure

b.   SCREEN FORMAT

Address Type

Code	Description
2	Electronic Address
1	Physical Address
3	other
22	telex

Save   Cancel   Exit

Figure 2.11.4-36

c.   INPUT INSTRUCTIONS FOR VALIDATION TABLES

     (1) Data must be entered in accordance with the following informa-
tion: Code and Description for each screen.

Code   This is a maximum 2-position alphanumeric mandatory
                field.

Description   This is a maximum 80-position alphanumeric mandatory
                field.

     (2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to the
                      original format.

Exit   Click this button to display a Yes or No verifi-
                      cation box. The TAMS application will close
                      if the Yes button is depressed or return to the
                      previous screen if the No button is depressed.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGE DISPLAY	ACTION/MEANING
Code	Code does not exist.	Not Found
Code	Must select a code before you can delete.	Must Select a code
Code	Cannot insert a blank Validation Code.	Invalid Validation Code
Description	A description is required and cannot be blank.	Invalid Validation Name
Code	Must select a code before you can delete.	Must Select a code

e. SCREEN/DATA BASE COLUMN INFORMATION

   Address Type (1), Agr Clause Type (2), Agr Pricing Type (37), Agr
Structure Reason (3), Agr Type (4), Audit Report Type (5), Business Cat
(6), Clause Type (7), Comm Inv Type (8), Contract Audit Rpt Cat (9),
Contract Audit Rptblty (10), Contract Settl Auth, Contract Type (11),
Conv Termn Close Type (12), Conv Termn Dkt Sum Crit (13), Dispute Type
(14), Eq Adj Authority (15), First Art Agr Status (16), First Art Aprvl
Cls Type (17), Geo Loc Type (18), Invoice Type (19), Loc Type (20), Memo
Type (21), Mod Det Type (22), Org Agr Reason Cat (23), Org Control Auth
Type, Org Mission Type (24), Org Structure Reason, Ovage Reason Code,
Person Memo Reason, Position Classification (25), Position Type (26),
Proposed Settl Type (27), Proposed Settl Status (36), Skill (N/A),
Telephone Line Type (29), Template Type (N/A), Termn Event Cat (31),
Termn Event Occ Type (32), Termn Status, Doc Type (33), Termn Type (35),
Time Period Type (34)

FIELD NAME	TABLE NAME	TABLE COLUMN
Code	VAL_TYPS	VTYP_TYP_CD VTYP_VCAT_CD = Value within parenthesis
Description	VAL_TYPS	VTYP_DESC_TX

2.11.4.37 AGREEMENT PRICING TYPE – TAMSTB05

   a. GENERAL

      (1) The purpose of the Agreement Pricing Type screen is to allow the user to create, update, display, or delete Agreement Pricing Type codes.

      (2) Click the Agreement Pricing Type code and click the OK button to display the Agreement Pricing Type screen as shown in Figure 2.11.4-37.

   b. SCREEN FORMAT

Agreement Pricing Types

Code	Description	MOCAS Code
16	A TEST COND 1	
13	Cost Plus Award	
20	Cost Plus Award, Fixed Fee - A	
18	Cost Plus Award, Incentive Fee	
11	Cost Plus Fixed Fee	
9	Cost Plus Incentive Fee	

Save   Cancel   Exit

Figure 2.11.4-37

   c. INPUT INSTRUCTIONS FOR AGREEMENT PRIDCING TYPE – TAMSTB05

      (1) Data must be entered in accordance with the following information: Code, Description, and MOCAS Code:

Code   This is a maximum 2-position alphanumeric mandatory field.

Description   This is a maximum 80-position alphanumeric mandatory field.

MOCAS Code   This is a 1-position alpha optional field.

(2) PUSH BUTTONS:

BUTTON   ACTION

Save   Click this button to Save the changes made.

Cancel   Click this button to return the screen back to
                          the original format.

Exit   Click this button to display a Yes or No verifi-
                          cation box. The TAMS application will close if
                          the Yes button is depressed or return to the
                          previous screen if the No button is depressed.

    d.   ERROR MESSAGES

SCREEN FIELD   MESSAGE DISPLAY   ACTION/MEANING

Code   Code does not exist.   Not Found

Code   Must select a code before   Must Select a
                     you can delete.   Code

Code   Cannot insert a blank   Invalid
                     Validation Code.   Validation
                                                 Code

Description   A description is required   Invalid
                     and cannot be blank.   Validation
                                                 Name

Code   Must select a code before   Must Select a
                     you can delete.   Code

    e.   SCREEN/DATA BASE COLUMN INFORMATION

     Address Type (1), Agr Clause Type (2), Agr Pricing Type (37), Agr
Structure Reason (3), Agr Type (4), Audit Report Type (5), Business Cat
(6), Clause Type (7), Comm Inv Type (8), Contract Audit Rpt Cat (9),
Contract Audit Rptblty (10), Contract Settl Auth, Contract Type (11),
Conv Termn Close Type (12), Conv Termn Dkt Sum Crit (13), Dispute Type
(14), Eq Adj Authority (15), First Art Agr Status (16), First Art Aprvl
Cls Type (17), Geo Loc Type (18), Invoice Type (19), Loc Type (20), Memo
Type (21), Mod Det Type (22), Org Agr Reason Cat (23), Org Control Auth
Type, Org Mission Type (24), Org Structure Reason, Ovage Reason Code,
Person Memo Reason, Position Classification (25), Position Type (26),
Proposed Settl Type (27), Proposed Settl Status (36), Skill (N/A),
Telephone Line Type (29), Template Type (N/A), Termn Event Cat (31),
Termn Event Occ Type (32), Termn Status, Doc Type (33), Termn
Type (35), Time Period Type (34)

FIELD NAME	TABLE NAME	TABLE COLUMN
Code	VAL_TYPS	VTYP_TYP_CD VTYP_VCAT_CD = Value within parenthesis
Description	VAL_TYPS	VTYP_DESC_TX

2.11.4.38 USERS - TAMSUS01

   a. GENERAL

   (1) The purpose of the Users screen is to allow the administrator to create, update, display, or delete information about the users of the system.

   (2) Click the Users button from the TOOLBAR to display the User screen or select the Menubar option Functions: Users as shown in Figure 2.11.4-38.

   b. SCREEN FORMAT

Figure 2.11.4-38

   c. INPUT INSTRUCTIONS FOR USERS - TAMSUS01

   (1) Data must be entered in accordance with the following User information:

User Id   This is a maximum 8-position alphanumeric
                           mandatory field (EAN or User ID). The
                           user must logon to Oracle before accessing
                           to the TAMS application. The User ID must
                           be unique.

Org. Name (Code)   This is a maximum 9-position alphanumeric
                           mandatory field.

Org Name (Description)	Organization Name identifies the DCMC Office symbol code. This is a maximum 30-position alphanumeric mandatory field. Enter three characters to search for the Organization Description (e.g., DCMC-Dallas) by using the drop-down list box.
First	First Name identifies the first name of the user. This is a maximum 30-position alphanumeric mandatory field.
Middle	Middle Name identifies the middle name of the user. This is a maximum 30-position alphanumeric optional field.
Last	Last Name identifies the last name of the user. This is a maximum 30-position alphanumeric mandatory field.
Preference	User preference will display the first screen of the Logon procedure. For example: If docket is selected, the Insert/Update Docket screen will be the first screen displayed after logging onto the TAMS Application. The Preference can be selected from a drop-down list box.
Pos	Position Type identifies the position of the user. This is a mandatory field if the Org Name is changed. It must be selected from the drop-down list box.
Access	Access identifies the security Access rights the user is entitled to. This is a mandatory field which must be selected from the drop-down list box.
Address	Address indicates the street address where the user is located. This is a maximum 80-position alphanumeric mandatory field.
City	City indicates the city where the user is physically located and is a maximum 30-position alphanumeric mandatory field.
State	State indicates the state where the user is physically located and is a maximum 2-position alpha mandatory field when country equals to United States (U.S.). State can be selected from a drop-down list box. If the state field is blank and the country equals Canada, then the province must be entered.

ZIP Code	ZIP Code indicates the user's ZIP Code and is a maximum 15-position alphanumeric mandatory field. Alpha's must be all caps.
Country	Country indicates the country location of the user and is a maximum 2-position alphanumeric mandatory field which can be selected from the drop-down list box.
Province	Province indicates the province location of the user if applicable. This is a maximum 30-position alphanumeric mandatory field if the country is Canada. If the Province field is left blank, the country field must be entered. The Province can be selected from the drop-down list box.
Telephone	Telephone indicates the commercial telephone number and extension the user and is an optional maximum of 15-position alphanumeric field.
Ext	Ext indicates the commercial extension number of the user and is an optional and a maximum 5-position alphanumeric field.
FAX	This field identifies the user's FAX number and is an optional and a maximum 15-position alphanumeric field.
DSN	DSN indicates the DSN and FTS telephone numbers and extensions for the user. This is an optional and a maximum 15-position alphanumeric field.
Ext	Ext indicates the DSN extension number and is an optional and a maximum 5-position alphanumeric field.
E-Mail	E-Mail indicates the user's electronic mailing address and is an optional and a maximum 80-position alphanumeric field.

(2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.

BUTTON	ACTION
Exit	Click this button to display a Yes or No verification box. The TAMS application will close if the Yes button is depressed or return to the previous screen if the No button is depressed.
Security	Click this button to display the Security screen.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
Search user ID	User does not exist.	Not Found
Insert user ID	User exists.	User exists
Save	Could not find new user.	Invalid insert
All Text Fields	Semicolon and apostrophe are not valid characters. Please replace it with a dash or space.	Invalid Character
City	Commas are not valid characters. Please replace it with a dash or space	Invalid Character
Organization	Please enter an Organization value in the Organization field.	Null Error
First Name	Please enter a value in the First Name field.	Null Error
Last Name	Please enter a value in the Last Name field.	Null Error
Preference	Please select the User's logon Preference.	Null Error
Position	Please select the User's position Set Focus.	Null Error
Address	An Address must be specified Entry.	Invalid Null
Access	Please select the user's Access.	Null Error

e. SCREEN/DATA BASE COLUMN INFORMATION

                        USER

FIELD NAME	TABLE NAME	TABLE COLUMN
User ID	PERSONS	PERS_LGON
Org Name	ORGS	ORG_ID ORG_OMT_CD = 6 OR 20
First	PERSONS	PERS_FRST_NM
Middle	PERSONS	PERS_MDL_NM
Last	PERSONS	PERS_LST_NM
Pos	POSITIONS	POS_ID
Access	PERSONS	PERS_ACCESS
Address	PHYSCL_ADRS_DTLS	PHAD_DESC_TX
City	LOCS	LOC_PHYS_ADR_CITY_ NM
State	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1
ZIP	LOCS	LOC_PHYS_ADR_ZN_ID
Country	LOCS	LOC_GEO_ABBR LOC_GEOL_CD = 1 if US, else, 2 for foreign country
Province	LOCS	LOC_PRVNC
Telephone	TLPHN_LNS	TLL_ID TLL_TLT_CD = 6
Telephone Ext	TLPHN_LNS	TLL_EXT TLL_TLT_CD = 6
Fax	TLPHN_LNS	TLL_ID TLL_TLT_CD = 2
DSN	TLPHN_LNS	TLL_ID TLL_TLT_CD = 5
DSN Ext	TLPHN_LNS	TLL_EXT TLL_TLT_CD = 5
Email	LOC	LOC_ID LOC_LTYP_CD = 3 LOC_ATYP_CD = 1

2.11.4.39 SECURITY - TAMSUS02

   a. GENERAL

   (1) The purpose of the Security screen is to allow the administra-
tor to select the security level a user of the system will be granted.

   (2) Click the Security button from the User screen to display the
Security screen as shown in Figure 2.11.4-39.

   b. SCREEN FORMAT

Figure 2.11.4-39

   c. INPUT INSTRUCTIONS FOR SECURITY - TAMSUS02

   (1) Data must be entered in accordance with the following Security
information: Select from pull down combo box.

PROCEDURE   SUBPROCEDURE

Docket   Docket
                                 POC
                                 Contract
                                 Termn Itms
                                 Funds
                                 Proposal
                                 Support
                                 Invoice
                                 Settlement

PROCEDURE	SUBPROCEDURE
Customer	Contractor
	DoD/Non-DoD Buying Activity
	PLCO
	TSOB
	Pricing, Legal, Technical
	CAO, DCAA and International
	SRB and DFAS
Memo	Memo
Tables	Tables
Users	User Security
	User Information
Query	Query

    (2) PUSH BUTTONS:

BUTTON	ACTION
Save	Click this button to save the changes made.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the User screen.
Print	Click this button to print the Security screen.

  d. ERROR MESSAGES

    None.

  e. SCREEN/DATA BASE COLUMN INFORMATION

<div align="center">SECURITY</div>

FIELD NAME	TABLE NAME	TABLE COLUMN
Docket		PROCEDURE = DOCKET
		SECUR_READ
		SECUR_INSERT
		SECUR_UPDATE
		SECUR_DELETE
Docket	SECURITY	PROC_TYPE = 1
POC	SECURITY	PROC_TYPE = 2
Contract	SECURITY	PROC_TYPE = 3

FIELD NAME	TABLE NAME	TABLE COLUMN
Termn Itms	SECURITY	PROC_TYPE = 4
Funds	SECURITY	PROC_TYPE = 5
Proposal	SECURITY	PROC_TYPE = 6
Support	SECURITY	PROC_TYPE = 7
Invoice	SECURITY	PROC_TYPE = 8
Settlement	SECURITY	PROC_TYPE = 9
Customer	SECURITY	PROCEDURE = DOCKET SECUR_READ SECUR_INSERT SECUR_UPDATE SECUR_DELETE
Contractor	SECURITY	PROC_TYPE = 1
DoD/Non-DoD Buying	SECURITY	PROC_TYPE = 2
PLCO	SECURITY	PROC_TYPE = 3
TSOB	SECURITY	PROC_TYPE = 4
Pricing, Legal, and Technical	SECURITY	PROC_TYPE = 5
CAO, DCAA and International	SECURITY	PROC_TYPE = 6
SRB and DFAS	SECURITY	PROC_TYPE = 7
Memo	SECURITY	PROCEDURE = MEMO SECUR_READ SECUR_INSERT SECUR_UPDATE SECUR_DELETE
Memo	SECURITY	PROC_TYPE = 1
Tables	SECURITY	PROCEDURE = TABLE SECUR_READ SECUR_INSERT SECUR_UPDATE SECUR_DELETE
Table	SECURITY	PROC_TYPE = 1

FIELD NAME	TABLE NAME	TABLE COLUMN
Users	SECURITY	PROCEDURE = USER SECUR_READ SECUR_INSERT SECUR_UPDATE SECUR_DELETE
Security	SECURITY	PROC_TYPE = 1
Information	SECURITY	PROC_TYPE = 2
Query	SECURITY	PROCEDURE = QUERY SECUR_READ SECUR_INSERT SECUR_UPDATE SECUR_DELETE
Query	SECURITY	PROC_TYPE = 1

2.11.4.40 QUERY/REPORT MENU - TAMSQY01

  a. GENERAL

    (1) The purpose of the Report/Query Menu screen is to allow the user to select which Query/Report to run.

    (2) Click the Query button from the TOOLBAR or Functions Menubar on the Docket Detail screen: Query to display the Query/Report screen as shown in Figure 2.11.4-40.

  b. SCREEN FORMAT
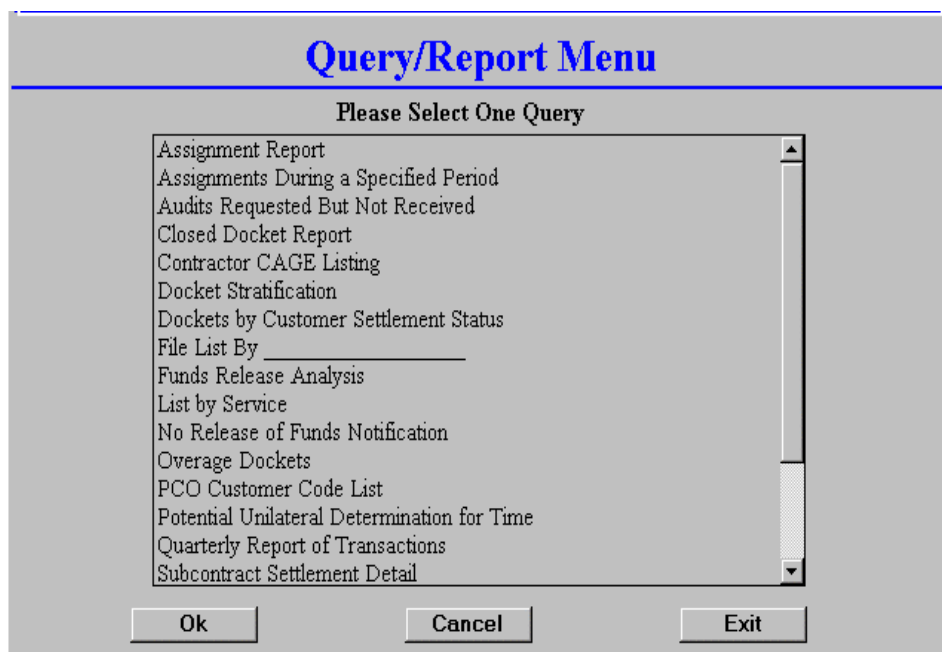
Figure 2.11.4-40

  c. INPUT INSTRUCTIONS FOR QUERY/REPORT MENU - TAMSQY01

    (1) No Data is entered: Select only one report and click on the OK button from Query/Report Menu screen to display the following reports:

REPORT NAME	SCREEN #	SCREEN DESCRIPTION
Assignment Report	TAMSQY01	Assignment Report
Assignments During a Specified Period	TAMSQY01	Assignment During a Specified Period
Audits Requested But Not Received	TAMSQY01	Audits Requested But Not Received

REPORT NAME	SCREEN #	SCREEN DESCRIPTION
Closed Docket Report	TAMSQY01	Closed Docket Report
Contractor CAGE Listing	TAMSQY01	Contractor CAGE Listing
Docket/Proposal Stratification	TAMSQY01	Docket/Proposal Stratification
Docket by Customer Settlement Status Code (SSC)	TAMSQY01	Docket by Customer Settlement Status Code (SSC)
File List By _____	TAMSQY01	File List By _____
Funds Release Analysis	TAMSQY01	Funds Release Analysis
List by Service	TAMSQY01	List by Service
Funds Release Analysis (No Release)	TAMSQY01	No Release of Funds Notification
Overage Docket Report	TAMSQYO1	Overage Dockets
PCO Customer Code List	TAMSQY01	PCO Customer Code List
Potential Unilateral Determination for Time	TAMSQY01	Potential Unilateral Determination for Time
Report of Transactions	TAMSQY01	Report of Transactions
Subcontract Settlement Detail	TAMSQY01	Subcontract Settlement Detail
Subcontract Settlement Summary	TAMSQY01	Subcontract Settlement Summary
T/C Business Stats	TAMSQY01	T/C Business Statistics
T/C Cycle Time Report	TAMSQY01	T/C Cycle Time Report
Top 10 Customers by CPIT Amount	TAMSQY01	Top 10 Customers by CPIT Amount
Top 10 Customers by Number of Dockets	TAMSQY01	Top 10 Customers by Number of Dockets

NOTES: Please see reports for more details. (Appendix B)

(2) PUSH BUTTONS:

BUTTON   ACTION

OK   Click this button display the screen associated
                                to the Menu option selected.

Cancel   Click this button to return the screen back to
                                the original format.

Exit   Click this button to display a Yes or No veri-
                                fication box. The TAMS application will close
                                if the Yes button is depressed or will return
                                to the previous screen if the No button is de-
                                pressed.

   d. ERROR MESSAGES

      None.

   e. SCREEN/DATA BASE COLUMN INFORMATION

      None.

ACTIONS

2.11.4.41 ACTIONS DUE TODAY - TAMSAC01

   a. GENERAL

     (1) The purpose of the Actions Due Today screen is to allow the
users to display the Actions due for each Docket that the TCO/CTS is
associated.

     (2) Click the Actions from the Menu bar. Then, click Due Today to
display the Actions Due Today screen.

   b. SCREEN FORMAT

Figure 2.11.4-41

   c. INPUT INSTRUCTIONS FOR ACTIONS DUE TODAY - TAMSAC01

     (1) No Data is entered: Select a TCO/CTS from the pull down listing
to display each Docket the TCO/CTS is associated to.

TCO   Termination Contracting Officer (TCO) is the
                         person assigned to settle the specific Termina-
                         tion for Convenience. This is an optional and
                         a maximum 30-position alphanumeric field which
                         can be selected from a drop-down box.

CTS   Contract Termination Specialist (CTS) who works
                         under the TCO. This is an optional and a maxi-
                         mum of 30-position alphanumeric field which can
                         be selected from a drop-down box.

Docket	This is a display field which satisfies the report criteria in the Docket field.
Contractor	This is a display field which is associated to the Docket in the contractor field.
Action Due	This is a display field which satisfies the report criteria in the Action Due field.

(2) PUSH BUTTONS:

BUTTON	ACTION
OK	Click this button to display the screen associated to the Menu option selected.
Cancel	Click this button to return the screen back to the original format.
Return	Click this button to return to the previous Screen.
Print Report	Click this button to print the Action Due Today Report.

d. ERROR MESSAGES

SCREEN FIELD	MESSAGES DISPLAYED ON SCREEN	ACTION/MEANING
OK	Either a TCO or CTS can be selected, not both.	Invalid Request
OK	There are no Actions Due Today.	No Action Due

e. SCREEN/DATA BASE COLUMN INFORMATION

   None.

ACTIONS DUE TODAY

	CONDITION	ACTION
Release of Funds	If System Date = T/C Received + (25-29) and TCO Release/Deob Date or Request Additional Funds Date are blank.	Release of Funds letter is due out by the Ntc Recd Date + 29.

CONDITION	ACTION
	If System Date = T/C Received + 30 and TCO Release/Deob Date or Request Additional Funds Date are blank.	Release of Funds letter is over-due.

	CONDITION	ACTION
Proposal Receipt	If System Date = T/C date + 270-275 and Proposal Received Date and Extension Due are blank.	Send proposal alert letter to Ktr.
	If (1) the System Date is > the Effective Termi-nation Date + 365, and (2) there is no Settlement Proposal Received Date Entered, and (3) there is no Extension Due Date entered, or the Extension Due Date has expired.	Send UD for Time Mod -365 days.
Plant Clearance	If (System Date - Plant Clearance Request) > = 30 and Inventory Schedule Acceptance is blank.	Followup because inventory sched-ules have not been accepted by PLCO.
	If (System Date – Inven-tory Schedule Acceptance) > = 120 days and Plant Clearance Received is blank.	Followup with PLCO for inven-tory disposition.
Audit	If System Date > = Audit Due Date and Audit Report Received is blank.	Audit overdue – Followup.
Pricing	If System Date > = Pricing Case Due date and the Received date is blank.	Pricing Case overdue - Follow-up.
Technical	If System Date > = Technical Due Date and Received date is blank.	Technical Report overdue - Follow-up.
Docket	Termination Effective Date – System Date > 730 days.	Docket is Over-age.

CONDITION		ACTION
Inventory Schedule	If the Assignment Date is > 01-Mar-1997, and the Effective Termination Date plus 120 days > = System Date, and the Inventory Schedule Received Date is blank.	Inventory Schedule Due, over 120 days (the system displays this message for 30 days or until the Inventory Schedule Received Date is entered.

2.11.4.42 ONLINE HELP

  a.   GENERAL

     (1) The purpose of the Online Help screen is to allow the users to
display the Table of Contents for the Help screen, and to search/view
definitions of fields within the application when the Search button is
depressed and a specific topic is selected.

     (2) Click the Help from the Menu bar option Functions to display the
Help Table of Contents screen.

  b.   SCREEN FORMAT
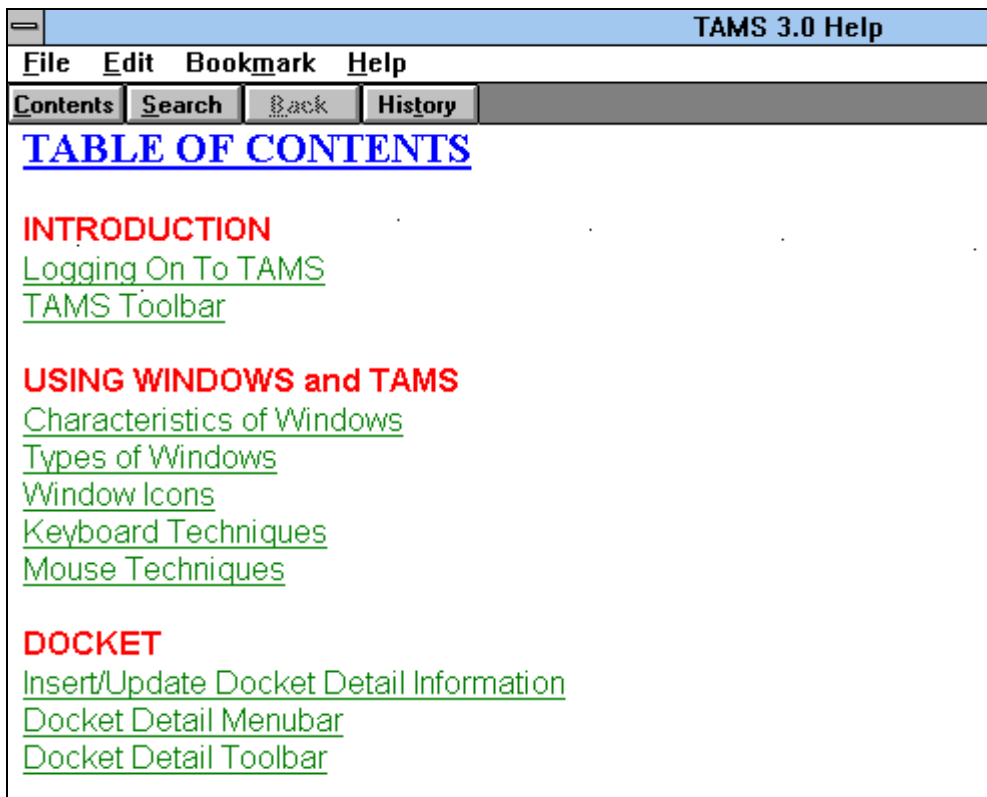
Figure 2.11.4-42

  c.   INPUT INSTRUCTION FOR ONLINE HELP

    None.

d.   ERROR MESSAGES

None.

e.   SCREEN/DATA BASE COLUMN INFORMATION

None.

2.11.5 DATA BASE DEFINITIONS

    GENERAL

    Data field name, length, and type will be very useful when using the report generator.

Field Name   = Actual field name as it appears in TAMS.

Data Base Field Name   = Actual field name as it appears in Data Base.

Generator Type   = Type of field: NUMBER, VARCHAR2 (ALPHANUM-
                          ERIC), and DATE.

LEN   = Length of the field.

                        TAMS DATA BASE

2.11.5.1 STRUCTURE FOR DATA BASE: TAMSOWN

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	AGR		
	*AGR_ID	NUMBER	9
Contract Amount	AGR_AM	NUMBER	14
Contract No	AGR_DOC_ID	VARCHAR2	38
Contract Effective Date	AGR_EFF_DT	DATE	7
Estimated Completion Date	AGR_EST_CPLT_DT	DATE	7
	AGR_AGTP_CAT_CD	NUMBER	2
	AGR_AGTP_CD	VARCHAR2	2
	AGR_CNTR_AGR_ACT_ CPL_DT	DATE	7
	AGR_SGNTR_DT	DATE	7
	AGR_AGR_ID	NUMBER	9
	AGR_DO_SUPP	NUMBER	9
	AGR_CNTR_AGR_MAX_HRS	NUMBER	5
	AGR_CNTR_AGR_MAX_AM	NUMBER	14
Nett Settl Amount	AGR_NET_STLMT_AM	NUMBER	14
	AGR_RSV_TX	VARCHAR2	80
	AGR_MDTP_CAT_CD	NUMBER	2
	AGR_MDTP_CD	VARCHAR2	2
	AGR_CLS		
	*AGRC_AGR_ID	NUMBER	9
	*AGRC_ID	NUMBER	9
	AGRC_ACTP_CD	VARCHAR2	2
	AGRC_ACTP_CAT_CD	NUMBER	2

```
SCREEN FIELD              TABLE FIELD
NAME                      NAME                      TYPE              LEN

                          AGR_JBS

                          *AGJB_AGR_ID              NUMBER              9
                          *AGJB_ID                  NUMBER              9

                          AGR_LI

                          *AGLI_AGR_ID              NUMBER              9
                          *AGLI_ID                  NUMBER              9
                          *AGLI_VRS_ID              NUMBER              9

Item Description          AGLI_DESC                 VARCHAR2           80
                          AGLI_FAAS_CD              VARCHAR2            2
                          AGLI_FAAS_CAT_CD          NUMBER             2
                          AGLI_FAAS_DT              DATE               7

Order, Order              AGLI_ORD_QY               NUMBER             5

Quantity, Unit Price      AGLI_UN_PRIC              NUMBER            14

UOM                       AGLI_UOM_CD               VARCHAR2           3
                          AGLI_MOD_AGR_ID           NUMBER             9

Line Item                 AGLI_NAME                 VARCHAR2           6

                          AGR_PTYP_JN

                          *APJ_AGR_ID               NUMBER             9
                          *APJ_PTYP_CAT_CD          NUMBER             2

Contract Type Code        *APJ_PTYP_CD              VARCHAR2           2

                          AGR_REL_RSN_JN

                          *ARRJ_AGR_ID              NUMBER             9
                          *ARRJ_REL_RSN_CAT_CD      NUMBER             2
                          *ARRJ_REL_RSN_CD          VARCHAR2           2

                          AGR_TMN_DKS

                          *AGTD_AGR_ID              NUMBER             9
                          *AGTD_CTDK_ID             NUMBER             9

                          AUD_AGRS

                          *AAGR_AGR_ID              NUMBER             9
                          *AAGR_ARPT_ID             VARCHAR2          20
```

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	AUD_RPTS		
	*ARPT_ID	VARCHAR2	20
Audit Report No.	ARPT_NAME	VARCHAR2	30
Audit Report Type	ARPT_TYP_CD	VARCHAR2	2
	ARPT_TYP_CAT_CD	NUMBER	2
Cost Ques Amt	ARPT_CST_QUES_AM	NUMBER	14
	ARPT_CARP_CD	VARCHAR2	2
	ARPT_CARP_CAT_CD	NUMBER	2
	ARPT_RPTB_CD	VARCHAR2	2
	ARPT_RPTB_CAT_CD	NUMBER	2
	AUD_RPT_POS_PRS		
	*ARPP_ARPT_ID	VARCHAR2	20
	*ARPP_PERS_ID	NUMBER	9
	*ARPP_POS_ID	NUMBER	9
	*AURP_ORG_ID	VARCHAR2	9
	*AURP_ORG_OMT_CD	VARCHAR2	2
	CLAUSES		
	*CLS_ID	NUMBER	9
	CLS_NAME	VARCHAR2	30
	CLS_CLTP_CAT_CD	NUMBER	2
	CLS_CLTP_CD	VARCHAR2	2
	CLS_CLFA_CD	VARCHAR2	2
	CLS_CLFA_CAT_CD	NUMBER	2
	CNV_TMN_ACT_TRN_TI_AN		
	*CTAT_SUM_ID	NUMBER	9
	*CTAT_TERM_EVNT_CD	VARCHAR2	2
	*CTAT_TPER_ID	NUMBER	9
	CTAT_AVG_TRNRD_TM_ PER_CONV_TER	NUMBER	5
	CTAT_CONV_TERMN_ ACTN_TOT _DKT	NUMBER	5
	CTAT_MEDN_TRNRD_TM	NUMBER	5
	CNV_TMN_DKS		
	*CTDK_ID	NUMBER	9
	CPIT CTDK_CPIT_VL	NUMBER	14
	CTDK_DSPS_CRDT_AM	NUMBER	14
	CTDK_EXCS_FND_AM	NUMBER	14
	CTDK_NBR_SUBCNTR_ PRPS_APR	NUMBER	5
Other Credits	CTDK_OTH_CRDT_AM	NUMBER	14

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Vchr Out Exp Date	CTDK_VOC_PRD_EXPR_DT	DATE	7
	CTDK_TOT_FND_RLS_AM	NUMBER	14
Termn Type	CTDK_TRTY_CD	VARCHAR2	2
	CTDK_TRTY_CAT_CD	NUMBER	2
	CTDK_TPER_ID	NUMBER	9
EA Authority	CTDK_DA_EAA_CD	VARCHAR2	2
EA Authority	CTDK_DA_EAA_CAT_CD	NUMBER	2
UCC Authority	CTDK_DA_UCC_CD	VARCHAR2	2
UCC Authority	CTDK_DA_UCC_CAT_CD	NUMBER	2
	CTDK_WKLD_STRF	VARCHAR2	2
	CTDK_NBR_SUBCNTR_ PRPS_ SUB	NUMBER	5
Gross Anticipated Settlement Amt	CTDK_GRS_ANTCPTD_ STLMT_AM	NUMBER	14
Docket No	CTDK_DKT_NBR	VARCHAR2	9
Remarks	CTDK_REM	VARCHAR2	80
SSC	CTDK_SETL_STATS_CD	VARCHAR2	1
K/R Vchr Costs	CTDK_VOUCHER_IND	VARCHAR2	1
Unliquidated Prog Pmt, Unliquidated Prog Payment	CTDK_UNLIQDTD_ PROG_PMT_AM	NUMBER	14
CMPLX CD	CTDK_CMPLX_CD	NUMBER	2
	CTDK_EXCS_FND_IND	VARCHAR2	1
	CTDK_CTDK_ID	NUMBER	9
Proposal Expected, (Y/N)	CTDK_PRPS_EXPTD_IND	VARCHAR2	1
Audit Required	CTDK_AUDT_RQD_IND	VARCHAR2	1
Air Force Docket No	CTDK_ALT_ID	VARCHAR2	10
	CTDK_CST_VCH_PD_AM	NUMBER	14
	CTDK_SEQ_ID	NUMBER	9
	CTDK_DSTRCT_TSOB_CD	VARCHAR2	2
	CTDK_MOD_NBR	VARCHAR2	6
Gross Settl Amount	CTDK_GRS_STLMT_AM	NUMBER	14
Overage Reason Code	CTDK_OVAGE_CAT_CD	NUMBER	2

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	CNV_TMN_DK_SUMS		
	*CDS_ID	NUMBER	9
Business Size	CDS_BCAT_CD	VARCHAR2	2
Business Size	CDS_BCAT_CAT_CD	NUMBER	2
	CDS_ORG_ID	VARCHAR2	9
	CDS_ORG_OMT_CD	VARCHAR2	2
	CDS_THRS_ID	NUMBER	9
	CDS_JOB_ID	NUMBER	9
	CNV_TMN_DK_SUM_ROL		
	*CDSR_CDS_ID	NUMBER	9
	*CDSR_CDSC_CD	VARCHAR2	2
	CDSR_CDSC_CAT_CD	NUMBER	2
	CNV_TMN_EV_SUMS		
	*CES_CDS_ID	NUMBER	9
	*CES_TREV_CD	VARCHAR2	2
	*CES_TPER_ID	NUMBER	9
	CES_DKT_EVNT_OCR	NUMBER	5
	CNV_TMN_LI		
	*CTLI_CTDK_ID	NUMBER	9
	*CTLI_AGR_ID	NUMBER	9
	*CTLI_AGL_ID	NUMBER	9
	*CTLI_VRS_ID	NUMBER	9
	CTLI_ORD_QY	NUMBER	5
UOM	CTLI_UOM_CD	VARCHAR2	3
	CNV_TMN_RLS		
	*CTR_TREV_CD	VARCHAR2	2
	CTR_CD	VARCHAR2	2
	CTR_TRGT_TM_FRM	NUMBER	5
	COM_INV_LI		
	*CMIL_ID	NUMBER	9
	*CMIL_INV_ID	NUMBER	9
	CMIL_AGR_ID	NUMBER	9
	CMIL_AM	NUMBER	14
	CMIL_DESC_TX	VARCHAR2	80
	CMIL_UN_MSR_CD	VARCHAR2	2
	CMIL_QY	NUMBER	5

```
SCREEN FIELD             TABLE FIELD
NAME                     NAME                TYPE            LEN


                         CTDK_POSN_PERS_JN

                         *CPPJ_CTDK_ID       NUMBER            9
                         *CPPJ_POSP_PERS_ID  NUMBER            9
                         *CPPJ_POSP_POS_ID   NUMBER            9
                         *CPPJ_POSP_ORG_ID   VARCHAR2          9
                         *CPPJ_POSP_ORG_OMT_CD  VARCHAR2       2


                         CTR_SET_AUTH

                         *CSA_ID             NUMBER            9

Sub Settlement           CSA_LIM_AM          NUMBER           14
Authority Amount         CSA_TPER_ID         NUMBER            9
                         CSA_ORG_ID          VARCHAR2          9
                         CSA_ORG_OMT_CD      VARCHAR2          2
                         CSA_CSAT_CD         VARCHAR2          2
                         CSA_CSAT_CAT_CD     NUMBER            2
                         CSA_CTDK_ID         NUMBER            9


                         DISPUTES

                         *DISP_ID            NUMBER            9
                          DISP_DITY_CD       VARCHAR2          2
                          DISP_DITY_CAT_CD   NUMBER            2
                          DISP_AGR_ID        NUMBER            9
                          DISP_DT            DATE              7


                         FND_CNCLTNS

                         *FCAN_ID            NUMBER            9

Cancellation Funds        FCAN_AM            NUMBER           14
Amount                    FCAN_AGR_ID        NUMBER            9

Cancellation Funds        FCAN_TPER_ID       NUMBER            9
Fiscal Year

Cancellation Funds        FCAN_SAVED_AM      NUMBER           14
Saved Amount

Cancellation Funds        FCAN_SAVED_DT      DATE              7
Saved Date

Cancellation Funds        FCAN_SAVED_TP      VARCHAR2         16
Saved Type
```

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	INVOICES		
	*INV_ID	NUMBER	9
Cost Vouchered, Invoice Amount, Material Payment	INV_TOT_AM	NUMBER	14
	INV_ITYP_CD	VARCHAR2	2
	INV_ITYP_CAT_CD	NUMBER	2
	INV_PERS_ID	NUMBER	9
Invoice Date	INV_DT	DATE	7
Invoice Type, Material, Advance, Progress, Partial, Settlement, Cost Voucher	INV_CMIT_CD	VARCHAR2	2
	INV_CMIT_CAT_CD	NUMBER	2
Supv Appr Date	INV_PY_AUT_DT	DATE	7
Invoice No	INV_NM	VARCHAR2	10
	INV_CTDK_ID	NUMBER	9
	DOCKET_NO	VARCHAR2	9
	INVOICE_PAYMENTS		
	*IPAY_INV_ID	NUMBER	9
	*IPAY_PMT_ID	NUMBER	9
Invoice Payment Amount	IPAY_AM	NUMBER	14
	INV_SCHEDS		
	*ISKD_ID	NUMBER	9
Inventory Value Amt	ISKD_INV_VLU_AM	NUMBER	14
	ISKD_AGR_ID	NUMBER	9
	ISKD_AGL_ID	NUMBER	9
	ISKD_VRS_ID	NUMBER	9
Plnt Clr Case Number	ISKD_PCC_ID	VARCHAR2	13
Inventory Accepted Date	ISKD_ACC_DT	DATE	7
	ISKD_PSET_NBR	NUMBER	5
	JOBS		
	*JOB_ID	NUMBER	9
Program	JOB_FULL_DESC_TX	VARCHAR2	80
	JOB_SHRT_DESC_TX	VARCHAR2	30

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	LOCS		
E-mail	*LOC_ID	NUMBER	12
E-mail	LOC_LTYP_CD	VARCHAR2	2
	LOC_LTYP_CAT_CD	NUMBER	2
E-mail	LOC_ATYP_CD	VARCHAR2	2
	LOC_ATYP_CAT_CD	NUMBER	2
State, County	LOC_GEOL_CD	VARCHAR2	2
	LOC_GEOL_CAT_CD	NUMBER	2
State, County, Country	LOC_GEO_ABBR	VARCHAR2	2
	LOC_GEO_LONG_NM	VARCHAR2	30
City	LOC_PHYS_ADR_CITY_NM	VARCHAR2	30
ZIP	LOC_PHYS_ADR_ZN_ID	VARCHAR2	15
Province	LOC_PRVNC	VARCHAR2	80
	LOC_LOC_ID	NUMBER	12
	LOCS_PERSONS_JN		
	*LPJ_LOC_ID	NUMBER	12
	*LPJ_PERS_ID	NUMBER	9
	MEMORANDA		
	*MEMO_ID	NUMBER	9
	MEMO_TX	VARCHAR2	12
	MEMO_MTYP_CD	VARCHAR2	2
	MEMO_MTYP_CAT_CD	NUMBER	2
	MEMO_ISS_DT	DATE	7
	MEMO_TMPLTS		
	*MTMP_MEMO_ID	NUMBER	9
	*MTMP_TVER_ID	NUMBER	9
	*MTMP_TMPL_ID	NUMBER	9
	MEMO_TMPLT_RLS		
	*MTR_MTYP_CD	VARCHAR2	2
	*MTR_MTYP_CAT_CD	NUMBER	2
	*MTR_TMPL_ID	NUMBER	9
	MTR_RUL	VARCHAR2	2

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	MOD_RLS		
	*MODR_AGR_ID	NUMBER	9
	*MODR_MDRT_ID	NUMBER	9
	MOD_RSN_TPS		
	*MDRT_ID	NUMBER	9
	MDRT_DESC_TX	VARCHAR2	30
	ORGS		
CAGE/Contractor, DoDAAC/Buying Activity, Org Name, Prime, CAGE, Contractor, Subcontractor, District, DoDAAC/CACE Code, DoDAAC, CAO	*ORG_ID	VARCHAR2	9
Org Name, Prime Contractor, Subcontractor, DoDAAC/CAGE Code, DoDAAC, CAO, CAGE, CAGE/Contractor, DoDAAC/ Buying Activity, District	*ORG_OMT_CD	VARCHAR2	2
	ORG_OMT_CAT_CD	NUMBER	2
Name, Office, Org Name, CAGE/Contractor, SubContractor, Contractor, Buying Activity	ORG_FULL_NM	VARCHAR2	30
	ORG_OCAC_CD	VARCHAR2	2
	ORG_OCAC_CAT_CD	NUMBER	2
Office	ORG_SHRT_NM	VARCHAR2	30
Business Size	ORG_BCAT_CD	VARCHAR2	2
Business Size	ORG_BCAT_CAT_CD	NUMBER	2
DoDAAC/CAO, District	ORG_ORG_ID	VARCHAR2	9
District, DoDAAC/CAO, CAGE	ORG_ORG_OMT_CD	VARCHAR2	2

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
ACO	ORG_ACO_CD	VARCHAR2	3
TSOB	ORG_TSOB_CD	VARCHAR2	2
	ORGS_AUD_RPTS_JN		
	*OARJ_ORG_ID	VARCHAR2	9
	*OARJ_ORG_OMT_CD	VARCHAR2	2
	*OARJ_ARPT_ID	VARCHAR2	20
	ORG_AGR_RSNS		
	*OAR_AGR_ID	NUMBER	9
	*OAR_ORG_ID	VARCHAR2	9
	*OAR_ORG_OMT_CD	VARCHAR2	2
	OAR_OARC_CAT_CD	NUMBER	2
	*OAR_OARC_CD	VARCHAR2	2
	OAR_RCV_DT	DATE	7
	ORG_LOC_JN		
	*OLJ_LOC_ID	NUMBER	12
	*OLJ_ORG_ID	VARCHAR2	9
	*OLJ_ORG_OMT_CD	VARCHAR2	2
	OLJ_MAIL_IND	VARCHAR2	2
	OLJ_BILL_IND	VARCHAR2	2
	OLJ_RMIT_IND	VARCHAR2	2
	*ORRJ_ORG_ID	VARCHAR2	9
	*ORRJ_ORG_OMT_CD	VARCHAR2	2
	*ORRJ_REL_RSN_CAT_CD	NUMBER	2
	*ORRJ_REL_RSN_CD	VARCHAR2	2
	PAYMENTS		
	*PMT_ID	NUMBER	9
Payment Amount	PMT_AM	NUMBER	14
Payment Date	PMT_DT	DATE	7
	PERIODIC_TERMN_INFO		
	*PTI_CDS_ID	NUMBER	9
	*PTI_TPER_ID	NUMBER	9
	PTI_AVG_DCMC_UN_CST	NUMBER	14
	PTI_TOT_STLMT_AM	NUMBER	14
	PTI_TOT_NBR_NOCST_STLMT	NUMBER	5
	PTI_TOT_CPIT_OPN	NUMBER	14
	PTI_TOT_CPIT_ACTV_DKT	NUMBER	5
	PTI_TOT_CTR_PRC_ITM_ CLS	NUMBER	14

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	PTI_TOT_ACTV_DKT_ONHND	NUMBER	5
	PTI_TRGT_AVG_DCMC_ UN_CST	NUMBER	14
	PTI_QTR_OPRL_EFF	NUMBER	5
	PTI_PCT_OVRG_DKT	VARCHAR2	4
	PTI_OVRG_RDC_GOL	NUMBER	5
	PTI_OVRG_DKT_ONHND	NUMBER	5
	PTI_CNVNC_TERM_SVNGS	NUMBER	14
	PTI_NT_PCT_RDC_OVRG_ DKT	VARCHAR2	4
	PTI_AVG_STLMT_AM	NUMBER	14
	PTI_OVRG_CLSD	NUMBER	5
	PERSONS		
	*PERS_ID	NUMBER	9
First, TCO, CTS, POC Name	PERS_FRST_NM	VARCHAR2	30
Middle, TCO, CTS, POC Name	PERS_MDL_NM	VARCHAR2	30
Last, TCO, CTS, POC Name	PERS_LST_NM	VARCHAR2	30
User ID	PERS_LGON_ID	NUMBER	9
	PERS_PREFER	VARCHAR2	8
Access	PERS_ACCESS	VARCHAR2	2
	PERS_OFFICE	VARCHAR2	30
	PERSON_MEMOS		
	*PMEM_MEMO_ID	NUMBER	9
	*PMEM_PERS_ID	NUMBER	9
	*PMEM_PMR_CD	VARCHAR2	2
	PMEM_PMR_CAT_CD	NUMBER	2
	PERSON_SKILLS		
	*PSKL_PERS_ID	NUMBER	9
	*PSKL_SKL_CD	VARCHAR2	2
	PSKL_SKL_CAT_CD	NUMBER	2
	PERSON_TLPHN_LNS		
	*PRTL_PERS_ID	NUMBER	9
	*PRTL_TLL_SEQ_ID	NUMBER	12

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
	PHYSCL_ADRS_DTLS	TAMDATA1	
	*PHAD_ID	NUMBER	9
Address	PHAD_DESC_TX	VARCHAR2	80
	PHAD_LOC_ID	NUMBER	12
	POSITIONS		
POS	*POS_ID	NUMBER	9
	*POS_ORG_ID	VARCHAR2	9
	*POS_ORG_OMT_CD	VARCHAR2	2
	POS_NM	VARCHAR2	80
	POS_PTYP_CD	VARCHAR2	2
	POS_PTYP_CAT_CD	NUMBER	2
	POS_POCL_CD	VARCHAR2	2
	POS_POCL_CAT_CD	NUMBER	2
	POSITION_PERSONS		
	*POSP_PERS_ID	NUMBER	9
	*POSP_POS_ID	NUMBER	9
	*POSP_ORG_ID	VARCHAR2	9
	*POSP_ORG_OMT_CD	VARCHAR2	2
	POSP_BGN_DT	DATE	7
	POSP_END_DT	DATE	7
	POSN_TP_SKLLS_JN		
	*PTSJ_PTYP_CAT_CD	NUMBER	2
	*PTSJ_PTYP_CD	VARCHAR2	2
	*PTSJ_SKL_CAT_CD	NUMBER	2
	*PTSJ_SKL_CD	VARCHAR2	2
	PRPSD_STLMNTS		
	*PSET_STLMT_NBR	NUMBER	5
Approved Amount	PSET_APR_AM	NUMBER	14
Submitted Amount, Proposal Amount, EA Amount, UCC Amount	PSET_SUB_AM	NUMBER	14
Extension Due Date, EA Extension Due Date, UCC Extension Due Date	PSET_EXT_DUE_DT	DATE	7
	PSET_THRS_ID	NUMBER	9
	PSET_PSTY_CD	VARCHAR2	2
	PSET_PSTY_CAT_CD	NUMBER	2

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Settlement Status	PSET_PSST_CD	VARCHAR2	2
	PSET_PSST_CAT_CD	NUMBER	2
	PSET_ORG_ID	VARCHAR2	9
	PSET_ORG_OMT_CD	VARCHAR2	2
	PSET_CTDK_ID	NUMBER	9
Proposal Due Date, EA Due Date, UCC Due Date	PSET_PRPS_SUB_EXPR_DT	DATE	7
Appr by	PSET_APR_AM_AUTH	VARCHAR2	1
CPIT	PSET_CPIT	NUMBER	14
EA Submitted Date, UCC Submitted Date, Submitted Date	PSET_SUB_DT	DATE	7
Approved Date	PSET_APR_DT	DATE	7
	PSET_PRPS_EQTBL_ TERM_ADJ_AM	NUMBER	14
	PSET_PRPS_PRT_EQ_ ADJ_EXT_DT	DATE	7
	PSET_PRPS_PRT_EQ_ ADJ_EXP_DT	DATE	7
	PSET_PSET_STLMT_NBR	NUMBER	5
	PRPSD_STLMNT_EVNT_REFS		
	*PSER_PSET_NBR	NUMBER	5
	*PSER_TEO_ID	NUMBER	9
	PRPSD_STLMNT_LN_ITMS		
	*PSLI_ALIV_ID	NUMBER	9
	*PSLI_AGL_ID	NUMBER	9
	*PSLI_AGR_ID	NUMBER	9
	*PSLI_PSET_NBR	NUMBER	5
	PSLI_UN_PRIC	NUMBER	14
	PSLI_ORD_QY	NUMBER	5
	PSLI_UOM_CD	VARCHAR2	3
	SECURITY		
	PERS_ID	VARCHAR2	9
Docket, Customer, Memo, Table, Users, Query	PROCEDURR	VARCHAR2	8

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Docket, POC,	*PROC_TYPE	VARCHAR2	2
Contract, Termn	SECUR_READ	VARCHAR2	1
Itms, Funds,	SECUR_INSERT	VARCHAR2	1
Proposal, Invoice,	SECUR_UPDATE	VARCHAR2	1
Support, Settle-	SECUR_DELETE	VARCHAR2	1
ment, Contractor,			
DoD/Non-DoD Buying,			
PLCO, TSOB, Pricing,			
Legal, Technical,			
SRB, DFAS, Memo,			
Table, Security,			
Query			
	TEMPLATES		
	*TMPL_ID	NUMBER	9
	TMPL_DESC_TX	VARCHAR2	80
	TMPL_TMTY_CD	VARCHAR2	2
	TMPL_TMTY_CAT_CD	NUMBER	2
	THRESHOLDS		
	*THRS_ID	NUMBER	9
	THRS_AM	NUMBER	14
	THRS_DESC_TX	VARCHAR2	80
	TIME_PERIODS		
	*TPER_ID	NUMBER	9
	TPER_BN_DT	DATE	7
	TPER_END_DT	DATE	7
	TPER_TPT_CD	VARCHAR2	2
	TPER_TPT_CAT_CD	NUMBER	2
	TPER_TPER_ID	NUMBER	9
	TLPHN_LNS		
DSN, FAX,	*TLL_ID	NUMBER	15
Telephone,			
FTS			
DSN, FAX,	TLL_TLT_CD	VARCHAR2	2
Telephone, FTS,	TLL_TLT_CAT_CD	NUMBER	2
Telephone Ext.,			
DSN Ext.			
Telephone Ext.,	TLL_EXT	NUMBER	5
DSN Ext.,	*TLL_SEQ_ID	NUMBER	12
FTS Ext.			

```
SCREEN FIELD              TABLE FIELD
NAME                      NAME                     TYPE            LEN

                          TMPLT_RLS

                          *TRUL_FLD_ID             NUMBER            9
                          *TRUL_TMPL_ID            NUMBER            9
                           TRUL_SRC_ATRB_NM        VARCHAR2         80

                          TMPLT_VRSNS

                          *TVER_ID                 NUMBER            9
                          *TVER_TMPL_ID            NUMBER            9
                           TVER_TX                 VARCHAR2         30

                          TRMN_EVNTS

                          *TREV_CD                 VARCHAR2          2
                           TREV_DESC_TX            VARCHAR2         80
                           TREV_MTYP_CD            VARCHAR2          2
                           TREV_MTYP_CAT_CD        NUMBER            2

                          TRMN_EVNT_CTGRY_RLS

                          *TECR_TREV_CD            VARCHAR2          2
                          *TECR_TEC_CD             VARCHAR2          2
                           TECR_TEC_CAT_CD         NUMBER            2

                          TRMN_EVNT_MEM_REF

                          *TMRF_MEMO_ID            NUMBER            9
                          *TMRF_TEO_ID             NUMBER            9

                          TRMN_EVNT_OCRNCS

                          *TEO_ID                  NUMBER            9

Assignment Date,           TEO_DT                  DATE              7
Effective Termn Date,      TEO_CTDK_ID             NUMBER            9
Certified Claim Rec'd,
Date, Certified
Claim Rec'd Date,
Demand Repay Date,
Docket Closed,
Docket to ACO,
Due Date, First
Article Approved
Date, First Article
Rejected Date, First
Article Submitted Date,
Final Decision Date,
Followup Date, Initial
Conference Date, Request
Additional Funds Date,
```

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Request Date, Mod Fwd for Signature, Mod Received, Transfer Date In, Transfer Date Out, Termn Ntc Rec'd Date, TCO Release/Deob Date, TCO Signature, Inadequate Proposal Received Date, Received Date, Inventory schedule Rec, Plnt Clr Request, Plnt Clr Followup, Plnt Clr Rpt Received, Proposal Received Date, Prenegotiation Objective Prepared Date, Prenegotiation Objective Submitted Date, Prenegotiation Objective Approved Date, Unilateral Determine Date, Negotiation Completed Date, Negotiation Initiated Date, Audit Request Date, Audit Due Date, Audit Request Followup, Audit Report Date, Audit Report Received			
Audit Request Date,	TEO_TREV_CD	VARCHAR2	2
Audit Due Date,	TEO_TEOT_CD	VARCHAR2	2
Audit Request Followup, Audit Report Date, Audit Report Received, Due Date, Followup Date, Effective Trmn Date, Assignment Date, Initial Conference Date, Transfer Date Out, Transfer Date In, First Article Submitted Date, First Article Approved Date, First Article Rejected Date,	TEO_TEOT_CAT_CD	NUMBER	2

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Request Additional Funds Date, TCO Release/Deob Date, Inventory Schedule Rec, Plnt Clr Request, Plnt Clr Followup, Plnt Clr Rpt Received, Request Date, Receive Date, Termn Ntc Rec'd Date, Mod Fwd for Signature, Mod Received, TCO Signature, Docket Closed, Docket to ACO, Unilateral Determine Date, Certified Claim Rec'd Date, Final Decision Date, Inadequate Proposal Received Date, Proposal Received Date, Prenegotiation Objective Prepare Date, Negotiation Initiated Date, Negotiation Completed Date, Prenegotiation Objective Sub-mitted Date, Prenegotiation Objective Approved Date, Certified Claim Rec'd Date, Demand Repay Date			
Closing Type Code	TEO_CCTY_CD	VARCHAR2	2
	TEO_CCTY_CAT_CD	NUMBER	2
Audit Request/ Audit Received Days Elapsed	TEO_ARPT_RCVD_ELAPS_TM	NUMBER	5
	TEO_ARPT_RQRD_DT	DATE	7
DCMC Unit Cost	TEO_DCMC_UN_CST	NUMBER	14
	TEO_INTD_UNLRL_ DTRM_DT	DATE	7
	TEO_ORG_ID	VARCHAR2	9
	TEO_ORG_OMT_CD	VARCHAR2	2
	TEO_ARPT_ID	VARCHAR2	20
	TEO_PCC_ID	VARCHAR2	13
	TEO_ISKD_ID	NUMBER	9
	TEO_DISP_ID	NUMBER	9

SCREEN FIELD NAME	TABLE FIELD NAME	TYPE	LEN
Addl/Rlsd/Deob Amount	TEO_EXCS_FND_RLS_AM	NUMBER	14
	TEO_RQST_ADNL_FUND_AM	NUMBER	14
Demand Repay Amount	TEO_DEMND_REPMT_AM	NUMBER	14
Prenegotiation Objective Amount	TEO_PRENEG_OBJ_AM	NUMBER	14
	TEO_DTRM_AM	NUMBER	14
	TEO_DEOBL_AUTH_TP	VARCHAR2	1
	TEO_STLMT_NBR	NUMBER	5
	TEO_OUTSIDE_SUPPORT_ID	NUMBER	9
Disposal Credit, Disposal Credit Amt	TEO_DSPS_CRDT_AM	NUMBER	14
	TRMN_EVNT_RLS	TAMDATA1	
	*TER_TREV_CD	VARCHAR2	2
	*TER_TEOT_CD	VARCHAR2	2
	TER_TEOT_CAT_CD	NUMBER	2
	TER_RUL	VARCHAR2	2
	TRMN_STAT_DOCS		
	*TSD_ID	NUMBER	9
	*TSD_CTDK_ID	NUMBER	9
	TSD_DT	DATE	7
	TSD_TSDTP_CD	VARCHAR2	2
	TSD_TSDTP_CAT_CD	NUMBER	2
	TSD_RPT_NO	NUMBER	2
	UNIT_OF_MEASURE		
	*UOM_CD	VARCHAR2	3
	UOM_DESC	VARCHAR2	80
	VAL_CAT		
	*VCAT_CD	NUMBER	2
	VCAT_DESC_TX	VARCHAR2	30
	VAL_TYPS		
Code	*VTYP_TYP_CD	VARCHAR2	2
Code	*VTYP_VCAT_CD	NUMBER	2
Description	VTYP_DESC_TX	VARCHAR2	30
	VTYP_ALT_CD	VARCHAR2	1
	VERSION_TBL		
	VERS_NUMBER	VARCHAR2	8

TERMINATION EVENTS

Audit Report Created	70
Audit Report Due	39
Audit Report Received	9
Audit Report Requested Followup	60
Audit Requested	6
Certified Claim Received	44
Cost Voucher Revised	5
DFAS Assistance Due	26
DFAS Assistance Received	56
DFAS Assistance Request Followup	64
DFAS Assistance Requested	55
Demand Repayment	47
Deobligation of Funds	46
Determination Issued	14
Docket Closed	15
Docket Established	1
Effective Termination Date	17
Estimated CPIT	25
Estimated Contract Amount	24
Final Decision Issued	45
First Article Submitted	8
Forward Docket to ACO	72
Inadequate proposal Received	35
Initial Conference	2
inventory Schedule Received	36
Legal Review Due	27
Legal Review Received	54
Legal Review Requested	53
Legal Review Requested Followup	63
Negotiations Completed	11
Negotiations in Progress	10
PCO Assistance Received	58
PCO Assistance Request Followup	65
PCO Assistance Requested	57
Partial Payment Documented and Approved	28
Partial Payment Requested	74
Plant Clearance Report Received	37
Plant Clearance Requested Followup	59
Plant Clearance Requested within 3 Days	32
Prenegotiation Objective Approved	40
Prenegotiation Objective Prepared	12
Prenegotiation Objective Submitted	34
Pricing Case Due	30
Pricing Case Received	50
Pricing Case Requested	49
Pricing Case Requested Followup	61
Proposal Expected	3
Proposed Subcontract Settlement Approved	20
Proposed Subcontract Settlement Submitted	16
Release of Funds	18

APPENDIX A (LETTERS AND MODIFICATIONS)

NOTE: Select multiple letters in random order: Hold CTRL key and click right mouse button or hold SHIFT key and click right mouse to select in group order.

LETTER 01 (OPENING LETTER TO CONTRACTOR)

  Click the Opening Letter to Contractor and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 01.

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear Mr. «KTRPOC_LstNm»:

     Your Contract «AGR_ContractNbr» was «DKT_TermType» terminated for the convenience of the Government by notice to you dated «DKT_TermDate» from: «PCO_OrgFullNm», «PCO_CityState». The following individual has been assigned settlement responsibility for this termination and will provide the necessary guidance to accomplish settlement:

                    «CTS_PosNm»: «CTS_PersNm»
                      Telephone: «CTS_Phone» X<<CTS_Ext>>

     Please provide us your estimate of the total liability for this termination as soon as possible so that we may deobligate excess funds from this contract.

     FAR 49.206-1 allows you to submit your termination settlement proposal within one year from the effective date of termination. FAR 49.206-3 requires contractors to submit termination inventory schedules within 120 days from the termination effective date. To expedite settlement, however, you are strongly encouraged to submit both your settlement proposal and inventory schedules, if applicable, directly to me within 120 days so that I may act upon them in a timely manner.

     Please contact the following Plant Clearance Officer prior to submission of termination inventory schedules to ensure that they have been properly prepared:

          Plant Clearance Officer: «PLCO_PersNm»
                         Address: «PLCO_OrgShrtNm»
                                   ATTN: «PLCO_PersOffice»
                                   «PLCO_PersAddrLine1»
                                   «PLCO_PersCityStateZip»
                       Telephone: «PLCO_Phone» X<<PLCO_Ext>>

All future correspondence should reference Docket Number «DKT_DocketNbr». If it becomes apparent that this termination can be settled at no-cost, please advise and I will forward a no-cost settlement agreement for your signature. Please do not hesitate to contact this office whenever you need assistance.

Sincerely,

«TCO_PERSNM»
«TCO_PosNm»
Terminations Team

LETTER 02 (OPEN LETTER TO ACO)

   Click the Opening Letter to ACO and the Generate Letter button from
the Create Letter/Memo Menu screen to display Letter 02.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «ACO_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm»,
          Contract «AGR_ContractNbr», Docket «DKT_DocketNbr»

     The subject contract was «DKT_TermType» terminated for the
convenience of the Government by notice dated «DKT_TermDate».

     Request that you consult with your team and advise as to the
existence of any claims in favor of the Government under this contract.
A negative reply is required.

     Please identify and reserve Modification No. _____ to be
used by the Termination Contracting Officer in executing a settlement
agreement.

     Are there any outstanding unadjusted contractual changes under the
contract? YES - NO If so, please identify.

     Does the contract include a Progress Payment Clause? YES - NO   If
so, please ensure that the procedures outlined in Part XI, Chapter 5,
Progress Payments, of DLAD 5000.4 are followed.

     Does the contract contain funds subject to cancellation? YES - NO
If so, please identify the funds at risk by fiscal year, ACRN and
amount:

        FISCAL YEAR: _____   ACRN: _____   AMOUNT: _____
                      _____   _____   _____
                      _____   _____   _____

     Does the contract contain a First Article Requirement? YES - NO
Approval Date _____

     Please complete on the attached DD Form 1597, Contract Closeout
Checklist, Action Items 5a, b, c, d, e, and o.

     This information is required on or before «DATE_30». Should you
require further information, please contact me at «TCO_Phone1»
X<<TCO_Ext>>.

                              «TCO_PERSNM»
                              «TCO_PosNm»
                              Terminations Team

Attachment

LETTER 03 (OPENING LETTER TO PCO)

   Click the Opening Letter to PCO and the Generate Letter button from
the Create Letter/Memo Menu screen to display Letter 03.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR   «PCO_OrgFullNm»
                 ATTN: «PCO_PersOffice»/«PCO_PersNm»

SUBJECT: «KTR_OrgFullNm»,
           Contract «AGR_ContractNbr», Docket «DKT_DocketNbr»

     The subject contract was «DKT_TermType» terminated for the
convenience of the Government by notice dated «DKT_TermDate».

     I have been assigned settlement responsibility for this termination
and will process the contractor's proposal, negotiate the settlement,
issue a Supplemental Agreement, and release (or deobligate if delegated
the authority) any available excess funds under the contract.

     Please advise if there are any outstanding unadjusted contractual
changes which are to be concluded by your office. In addition, please
advise whether or not this contract has any appropriations containing
funds which will cancel at the end of this fiscal year. If so, please
identify ACRNs and amounts at risk:

        FISCAL YEAR: _____   ACRN: _____   AMOUNT: _____
                      _____   _____   _____
                      _____   _____   _____

     If at any time you become aware of a Government claim against the
contractor, please inform me immediately in order that its impact may be
considered during settlement.

     The cooperation of the Contracting Officer in furnishing the
requested information either in writing or by telephone on or before
«DATE_30» is appreciated. Should you require further information,
please contact me at «TCO_Phone1» X<<TCO_Ext>>.

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

LETTER 04 (OPENING LETTER TO DFAS)

   Click the Opening Letter to DFAS and the Generate Letter button from
the Create Letter/Memo Menu screen to display Letter 04.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «DFAS_OrgShrtNm»

SUBJECT: Contract «AGR_ContractNbr», «KTR_OrgFullNm», «KTR_CityState»
          Docket «DKT_DocketNbr»

     The following information is requested regarding subject contract,
which was «DKT_TermType» terminated for the convenience of the
Government by notice dated «DKT_TermDate».:

     a. Total funds paid to date $ _____
         For cost-reimbursement type contracts, indicate separately:

         Cost Paid $ _____
         Fee Paid $ _____

     b. Total unliquidated obligation $ _____

     c. Unliquidated advance payments $ _____
         Unliquidated progress payments $ _____
         Unliquidated partial payments $ _____

     d. Identification of any funds subject to cancellation:

FISCAL YEAR: _____   ACRN: _____   AMOUNT: _____
              _____   _____   _____
              _____   _____   _____

     e. Names and addresses of assignees, creditors, or sureties
having an interest in the contract:
             _____
             _____
             _____

     f. Above information provided by:
         Name: _____
         Office: _____
         Telephone: _____
         Date: _____

     Notify the undersigned as to the existence of any claims in favor
of the Government, as required by Paragraph 49.109-90 of DLAM 8110.1.

     This information is required on or before «DATE_30». Should you
require further information, please contact me at «TCO_Phone1»
X<<TCO_Ext>>.

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

LETTER 05 (OPENING LETTER TO PROPERTY)

Click the Opening Letter to Property and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 05.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «PROP_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm», Contract «AGR_ContractNbr», Docket
          «DKT_DocketNbr»

     The subject contract was «DKT_TermType» terminated for the convenience of the Government by notice dated «DKT_TermDate».

     Request that the Property Administrator advise the Termination Contracting Officer, per DLAM 8110.1, Paragraph 49-109-3, of the following:

     a. The status of Government property furnished to or acquired by the contractor under the terminated contract.

     b. Determine and advise if there is any contractor liability for unauthorized use, unreasonable consumption, loss, damage, or destruction of Government property.

     c. Furnish DD Form 1593, Contract Administration Completion Record; only Block B shall be executed.

     This information is required on or before «DATE_30». Should you require further information, please contact me at «TCO_Phone1» X<<TCO_Ext>>.

                                   «TCO_PERSNM»
                                   «TCO_PosNm»
                                   Terminations Team

LETTER 06A (RELEASE OF EXCESS FUNDS FORM)

Click the Release of Excess Funds Form and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 06a.

NOTIFICATION OF EXCESS FUNDS	DATE: «DATE_Today»

TO: «PCO_OrgFullNm»
      «PCO_OrgShrtNm»/«PCO_PersNm»
      «PCO_AddrLine1»
      «PCO_CityStateZip»
	FROM: «TCO_OrgFullNm»
	      «TCO_OrgShrtNm»
	      «TCO_AddrLine1»
	      «TCO_CityStateZip»

CONTRACTOR: «KTR_OrgFullNm» CONTRACT NO.: «AGR_ContractNbr» DOCKET NO.: «DKT_DocketNbr1» AF DOCKET NO.: «DKT_AltID»	DATE OF TERMINATION: «DKT_TermDate» TYPE OF TERMINATION: «DKT_TermType1» CPIF: «DKT_CPIF»

CURRENT FUNDS RECOMMENDED FOR RELEASE

☐ INITIAL   ☐ INTERIM   ☐ FINAL

ACRN: AMOUNT: $

PRIOR FUNDS RECOMMENDED FOR RELEASE

DATE OF NOTIFICATION: ACRN: AMOUNT:

DATE OF NOTIFICATION: ACRN: AMOUNT:

TOTAL FUNDS RECOMMENDED FOR RELEASE TO DATE:

BASIS FOR RELEASE OF FUNDS

☐ Estimate provided by contractor.

☐ Contractor unable to provide estimate at this time. Amount based on best information available.

☐ Estimate based on initial proposal received from contractor.

☐ Estimate based on revised proposal received from contractor.

☐ Settlement costs have been negotiated in the amount of $

☐ Other

☐ Per your authorization, the settlement modification issued by this office will credit the amount available for release as excess to the contract.

☐ If a modification is issued to deobligate funds, please forward a copy to the undersigned.

NAME: «TCO_PersNm» TITLE: «TCO_PosNm» TELEPHONE: «TCO_Phone» X<«TCO_Ext>>	Signature

```
                LETTER 06B (RELEASE OF EXCESS FUNDS INITIAL LETTER)

   Click the Release of Excess Funds Initial Letter and the Generate
Letter button from the Create Letter/Memo Menu  screen to display Letter
06b.


«TCO_ORGSHRTNM»                                      «RLS_InitialDate»



MEMORANDUM FOR «PCO_OrgFullNm»
             ATTN:   «PCO_PersOffice»/«PCO_PersNm»

SUBJECT:   Initial Notification of Excess Funds
           «KTR_OrgFullNm», Contract   «AGR_ContractNbr»
           Docket «DKT_DocketNbr»

     The subject contract was «DKT_TermType» terminated for the
convenience of the Government by notice dated «DKT_TermDate».

     On the basis of the best evidence available, it is estimated that
the gross settlement costs will approximate «DKT_GrsAntcptdStlmtAm».
Therefore, the amount available for release as excess to the contract is
«RLS_InitialAm».  Any payments previously made to the contractor for the
terminated items have been considered in arriving at the above amounts.

     The related appropriation(s) and amount(s) involved are:

     APPROPRIATION(s)              ALLOCATED AMOUNT(s)
     xxx                           xxx


     If a modification is issued to deobligate funds, please forward a
copy to the undersigned.  Should you require further information, I may
be reached at «TCO_Phone1» X<<TCO_Ext>>.


                                    «TCO_PERSNM»
                                    «TCO_PosNm»
                                    Terminations Team
```

LETTER 06C (RELEASE OF EXCESS FUNDS INTERIM LETTER)

   Click the Release of Excess Funds Interim Letter and the Generate
Letter button from the Create Letter/Memo Menu screen to display Letter
06c.

«TCO_ORGSHRTNM»   «RLS_InterimDate»

MEMORANDUM FOR «PCO_OrgFullNm»
               ATTN: «PCO_PersOffice»/«PCO_PersNm»

SUBJECT: Interim Notification of Excess Funds
           «KTR_OrgFullNm», Contract «AGR_ContractNbr»
           Docket «DKT_DocketNbr»

     Reference is made to my letter of «RLS_InitialDate», which
recommended «RLS_InitialAm» as excess funds available for release under
subject terminated contract.

     The estimated gross settlement costs previously reported by
reference above are hereby revised. On the best evidence now available,
it is estimated that the gross settlement costs will approximate
«DKT_GrsAntcptdStlmtAm». Therefore, the additional amount available for
release is «RLS_InterimAm».

     The related appropriation(s) and amount(s) involved are:

     APPROPRIATION(s)   ALLOCATED AMOUNT(s)
     xxx   xxx

     If a modification is issued to deobligate funds, please forward a
copy to the undersigned. Should you require further information, I may
be reached at «TCO_Phone1» X<<TCO_Ext>>.

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

LETTER 06D (RELEASE OF EXCESS FUNDS FINAL LETTER)

  Click the Release of Excess Funds Final Letter and the Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 06d.

«TCO_ORGSHRTNM»   «RLS_FinalDate»

MEMORANDUM FOR «PCO_OrgFullNm»
            ATTN: «PCO_PersOffice»/«PCO_PersNm»

SUBJECT: Final Notification of Excess Funds
          «KTR_OrgFullNm», Contract «AGR_ContractNbr»
          Docket «DKT_DocketNbr»

    Reference is made to my letter of «RLS_InitialDate», which
recommended «RLS_InitialAm» as excess funds available for release under
subject terminated contract.

    Settlement costs have been negotiated in the amount of
«DKT_GrsAntcptdStlmtAm». Therefore, the amount of «RLS_FinalAm» is
available for release, in addition to amount(s) previously recommended
for release by reference above.

    The related appropriation(s) and amount(s) involved are:

    APPROPRIATION(s)   ALLOCATED AMOUNT(s)
    Xxx   xxx

    If a modification is issued to deobligate funds, please forward a
copy to the undersigned. Should you require further information, I may
be reached at «TCO_Phone1» X<<TCO_Ext>>.

                              «TCO_PERSNM»
                              «TCO_PosNm»
                              Terminations Team

LETTER 07 (PROPOSAL ALERT TO CONTRACTOR)

        Click the Proposal Alert to Contractor and the Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 07.

                CERTIFIED MAIL - RETURN RECEIPT REQUESTED

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear «KTRPOC_LstNm»:

        Your Contract «AGR_ContractNbr», Docket «DKT_DocketNbr» was
«DKT_TermType» terminated for the convenience of the Government by
notice to you dated «DKT_TermDate» from «PCO_OrgFullNm»,
«PCO_CityState».

        FAR 49.206-1 requires you to submit a termination settlement
proposal promptly, but no later than one year from the effective date of
termination. The purpose of this letter is to remind you that a
termination settlement proposal is due no later than «DKT_TermDt365».
Failure to submit a proposal or request an extension thereof by this
date will result in a unilateral determination of the amount due, if
any, consistent with the termination clause of the contract, from which
you have no right of appeal.

        An early settlement of this termination would be mutually
beneficial. Government audit and disposal of inventory will ordinarily
take several months after receipt of a termination settlement proposal.
If there should be any delaying factors with which this office can
assist you, please telephone or write to the undersigned. If it becomes
apparent that this termination can be settled at no-cost, please advise
and I will forward a no-cost settlement agreement for your signature.
Should you have any further questions, I may be reached at «TCO_Phone1»
X<<TCO_Ext>>.

                                        Sincerely,

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

LETTER 08A (MOD COVER LETTER TO CONTRACTOR - INITIAL)

   Click the Mod Cover to Contractor - Initial and the Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 08a.

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear «KTRPOC_LstNm»:

     Reference is made to attached Modification «DKT_ModNbr» to Contract
«AGR_ContractNbr», Docket «DKT_DocketNbr».

     Forwarded for signature are the original and one copy of
referenced modification. Please execute and return the original
supplemental agreement to the undersigned by «DATE_30».

     Forwarded for signature are the original and one copy of
referenced modification. Please execute and return the original
supplemental agreement, together with the original and four copies of
your invoice in the net amount of «AGR_NetStlmtAm», to the undersigned
by «DATE_30».

NOTE: TO AVOID PAYMENT DELAYS, IT IS IMPERATIVE THAT YOUR INVOICE FIRST
BE FORWARDED TO THIS OFFICE FOR MY APPROVAL, AND NOT SENT DIRECTLY TO
THE PAYMENT OFFICE.

     Should you have any further questions, I may be reached at
«TCO_Phone1» X<<TCO_Ext>>.

                                        Sincerely,

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

Enclosure

LETTER 08B (MOD COVER LETTER TO CONTRACTOR - FINAL)

   Click the Mod Cover to Contractor - Final and the Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 08b.

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear «KTRPOC_LstNm»:

     Forwarded herewith is a duly executed copy of Modification
«DKT_ModNbr» to Contract «AGR_ContractNbr», Docket «DKT_DocketNbr».

     Should you have any further questions, I may be reached at
«TCO_Phone1» X<<TCO_Ext>>.

                                        Sincerely,

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

Enclosure

LETTER 09 (DOCKET FILE TO ACO LETTER)

  Click the Docket File to ACO Letter and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 09.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «ACO_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm», Contract «AGR_ContractNbr», Docket
          «DKT_DocketNbr»

    Forwarded herewith is the completed termination docket file for your
incorporation into the official contract file.

  Complete Termination. You should proceed with contract closeout.

  Partial Termination. If the termination is settled prior to physical
completion of the remaining contract items, the contract must remain in
Section 1 and close-out procedure will proceed in the normal manner. If
the remaining contract items are physically complete, you should proceed
with contract closeout.

    If this contract has been in Section 3 with a T for C dormancy code,
it should be reviewed and moved, or updated.

    Please acknowledge receipt of the enclosed termination docket file
by «DATE_15». Should you have any further questions, I may be reached
at «TCO_Phone1» X<<TCO_Ext>>.

                                     «TCO_PERSNM»
                                     «TCO_PosNm»
                                     Terminations Team

Attachment

_____

                                     DATE:

FROM: «ACO_OrgShrtNm»

TO: «TCO_OrgShrtNm»(«TCO_PersNm»)

Receipt of subject termination docket file is hereby acknowledged.

                    _____
                    Administrative Contracting Officer

LETTER 10 (MOD TO PCO WITH FINAL 1598)

  Click the Mod to PCO with Final 1598 and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 10.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «PCO_OrgFullNm»
               ATTN: «PCO_PersOffice»/«PCO_PersNm»

SUBJECT: «KTR_OrgFullNm», «KTR_CityState», Contract «AGR_ContractNbr»,
          Docket «DKT_DocketNbr»

     Enclosed is the original plus one copy of Supplemental Agreement
No. «DKT_ModNbr» to subject contract. Also enclosed is the final DD
Form 1598 for your records.

     Should you have any further questions, I may be reached at
«TCO_Phone1» X<<TCO_Ext>>.

                                   «TCO_PERSNM»
                                   «TCO_PosNm»
                                   Terminations Team

Attachment

LETTER 11 (MOD TO ACO LETTER)

   Click the Mod to ACO Letter and the Generate Letter button from the
Create Letter/Memo Menu screen to display Letter 11.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «ACO_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm», Contract «AGR_ContractNbr», Docket
         «DKT_DocketNbr»

     Enclosed are five copies of Supplemental Agreement No. «DKT_ModNbr»
to subject contract for your appropriate distribution.

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

Attachment

LETTER 12 (MOD TO DFAS WITH INVOICE)

   Click the Mod to DFAS with Invoice and the Generate Letter button from
the Create Letter/Memo Menu screen to display Letter 12.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «DFAS_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm», «KTR_CityState», Contract «AGR_ContractNbr»,
          Docket «DKT_DocketNbr»

   Enclosed is an executed copy of Supplemental Agreement No.
«DKT_ModNbr» along with the original and three copies of the
contractor's invoice in the amount of «AGR_NetStlmtAm» for payment of
subject terminated contract.

   This is a net termination settlement and the invoice is not subject to
discount, offset, or cash management.

   If you have any questions or require additional information, please
contact me at «TCO_Phone1» X<<TCO_Ext>>.

                                    «TCO_PERSNM»
                                    «TCO_PosNm»
                                    Terminations Team

Attachments

LETTER 13 (MOD TO DFAS)

   Click the Mod to DFAS and the Generate Letter button from the Create
Letter/Memo Menu screen to display Letter 13.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «DFAS_OrgShrtNm»

SUBJECT: «KTR_OrgFullNm», «KTR_CityState», Contract «AGR_ContractNbr»,
          Docket «DKT_DocketNbr»

   Enclosed is one copy of Supplemental Agreement No. «DKT_ModNbr» to
subject contract for your appropriate action.

   If you have any questions or require additional information, please
contact me at «TCO_Phone1» X<<TCO_Ext>>.

                                        «TCO_PERSNM»
                                        «TCO_PosNm»
                                        Terminations Team

Attachment

Click the Request for Plant Clearance (DD 1640) and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 14.

REQUEST FOR PLANT CLEARANCE	1. DATE PREPARED (YYMMDD) «DATE Today»	Form Approved OMB No. 0704-0246 Expires Oct 31, 1991

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0216), Washington, DC 20503.

2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
«PLCO_OrgFullNm» «PLCO_OrgShrtNm» «PLCO_PersAddrLine1» «PLCO_PersCityStateZip»	«TCO_OrgFullNm» «TCO_OrgShrtNm» «TCO_AddrLine1» «TCO_CityStateZip»

It is requested that plant clearance, including prescribed screening and disposal actions, be accomplished with respect to the contractor inventory described in the enclosed schedules. Plant clearance authority is hereby delegated for the purpose of this referral.

4. GROSS VALUE OF INVENTORY SCHEDULES (S) «INV_GrossValue»	5. SCHEDULE PARTIAL NUMBER	6. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER «AGR_ContractNbr»

7. PRIME CONTRACT END ITEM «INV_ItemDesc»	8. SUBCONTRACT NUMBER

9. NAME AND ADDRESS OF PRIME CONTRACTOR *(Include ZIP Code)* «KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip» «KTR_Phone» X<<KTR_Ext>>.	10. NAME AND ADDRESS OF SUBCONTRACTOR *(Include ZIP Code)*

11. LOCATION OF PROPERTY	12. TYPE OF CONTRACT *(X one)*		
	X a. FIXED PRICE	b. COST TYPE	c. FACILITY
	d. LEASE AGREEMENT	e. FORMAL STORAGE AGREEMENT	f. BAILMENT

13. TYPE OF INVENTORY *(X one)*

X a. TERMINATION	b. RESIDUAL TO COMPLETED CONTRACT	c. CHANGE ORDER
d. EXCESS TO ACTIVE CONTRACT	e. PRODUCTION EQUIPTMENT	

14. REMARKS

15. ENCLOSURE(S) *(Include Prime Contractor's Certificate of Allocability and Statement of No Further Requirements for the Property)*

16. REQUESTING OFFICIAL

a. TYPED NAME *(Last, First, Middle Initial)* «TCO_PersNm»	c. SIGNATURE	d. DATE SIGNED *(YYMMDD)*
b. TITLE «TCO_PosNm»		«DATE_Today»

FIRST ENDORSEMENT		
17. TO *(Include ZIP Code)*	18. FROM *(Include ZIP Code)*	19. DATE (YYMMDD)

(1) Disposition will be accomplished under case number

(2) It is requested that all correspondence with this office pertaining to enclosure(s) make reference to the assigned case number.

20. PLANT CLEARANCE OFFICER

a. TYPED NAME *(Last, First, Middle Initial)*	c. SIGNATURE	d. DATE SIGNED (YYMMDD)
b. TITLE		

DD Form 1640, MAR 89   *Previous editions are obsolete*   330/080

LETTER 15 (REQUEST FOR PLANT CLEARANCE LETTER)

   Click the Request for Plant Clearance Letter and Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 15.

«TCO_ORGSHRTNM»   «DATE_Today»

MEMORANDUM FOR «PLCO_OrgShrtNm»

SUBJECT: Terminated Contract No. «AGR_ContractNbr», Docket
            «DKT_DocketNbr»
            Contractor: «KTR_OrgFullNm»
            Address: «KTR_AddrLine1»; «KTR_CityStateZip»
            Telephone: «KTR_Phone» X<<KTR_Ext>>.
            Request for Property Disposition

   The enclosed Inventory Schedules pertaining to the subject terminated
contract are being forwarded with the request that the inventory listed
thereon be disposed of providing that the Inventory Verification Survey
finds the inventory to be of acceptable quality to its present state of
completion.

   Request that this office be provided a copy of your Notice of
Acceptance of Inventory (DD - 1637) and Inventory Verification Survey
(DD 1642/SF-1423) immediately upon completion of the survey.

   In accordance with FAR 45.603, obtain Termination Contracting Officer
approval when accepting the Contractor's offer to purchase or retain all
or part of the termination inventory, or in authorizing actions that may
result in incurred costs.

   In accordance with FAR 45.606-2 and 3, ensure the contractor has
retained all common inventory, has attempted to return contractor
acquired property to the supplier for appropriate credit, or has
diverted subject terminated inventory to other work where needed.

   In complying with the above, please identify our docket number on all
documents and correspondence submitted to this office. If you have any
questions or require additional information, please contact me at
«TCO_Phone1» X<<TCO_Ext>>.

                                    «TCO_PERSNM»
                                    «TCO_PosNm»
                                    Terminations Team

Attachments

LETTER 16 (PRICE/COST ANALYSIS OR REVIEW REQUEST)

a. Click the Price/Cost Analysis or Review Request and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 16.

b. Select Proposed Settlement Type.

PRICE/COST ANALYSIS REVIEW REQUEST		REQUESTING ACTIVITY OR SERVICE	
TO: «PRIC_OrgShrtNm»	FROM: «TCO_OrgShrtNm»	INITIATED BY ☐ PCO ☐ ACO ☒ TCO	

DATE PCO REQUEST RECEIVED IN DCAS	DATE CONTRACTOR PROPOSAL RECEIVED IN DCAS «PCARR_LatestStlmtPropRcvDt»	CONTRACTOR NAME AND ADDRESS «KTR_OrgFullNm»	
CONTRACT OR SOLICITATION NUMBER «AGR_ContractNbr»	CATEGORY OF CONTRACT PROPOSAL ☒ PRIME ☐ SUB ☐ FMS	«KTR_AddrLine1» «KTR_CityStateZip»	

DOCUMENT CONTROL NUMBER «DKT_DocketNbr» (If applicable) (Attach DLA Form 929, Request For Contract Administration Services) (Direct procurements by foreign governments and international organizations.

ANALYSIS OR REVIEW IS REQUESTED FOR THE INDICATED ITEM(S) (See DLAM 8105.1 Part 15.805.5)

a. New Procurement	$_____	b. Order Under Existing	
		Contracts or BOAs	$_____
c. Contract Changes	$_____	d. Other Pricing Cases	$_____
e. Overhead or Cost		f. Other Cases	$ «PCARR_LatestStlmtSubAm»
Monitoring Reviews	$_____		«PCARR_LatestStlmtTypeDesc»
g. Support Cases	$_____		

OTHER DATA

Negotiation or other required action will be finalized by ☐ PCO   ☐ ACO   ☒ TCO

The date PCO requires report _____

The date TCO requires report «DKT_AudDueDt»

The requested date for completion and submission of your report to the ACO is   _____

Please advise if and when it becomes apparent these dates cannot be met.

The report should be submitted in original and ___1___ copies.

Special attention should be given to the following:

If this review involves a contract or solicitation having special security provisions, please note below:

TYPED OR PRINTED NAME AND SIGNATURE OF CONTRACTING OFFICER «TCO_PersNm»	DATE «DATE_Today»

THIS PORTION TO BE COMPLETED BY FINANCIAL SERVICES

TO:	FROM:	DATE REQUEST RECEIVED IN PRICING
ANALYST NAME	ASSIGNED CASE NUMBER	DATE CASE NUMBER ASSIGNED

ACTION HAS BEEN COMPLETED AS FOLLOWS:

☐ a. A written report or comment is enclosed   ☐ b. Comments are provided below: ☐ c. Request is returned without complete action as explained below:

TYPED OR PRINTED NAME AND SIGNATURE OF CHIEF, FINANCIAL SERVICES	DATE

DLA FORM **1542** DEC 84   PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

LETTER 17 (TERMINATION FILE CHECKLIST)

Click the Termination File Checklist and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 17.

TERMINATION FILE CHECK LIST	DOCKET NUMBER
	«DKT_DocketNbr»

NAME AND ADDRESS OF CONTRACTOR	CONTRACT NUMBER
«KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip»	«AGR_ContractNbr»

REGION
«TCO_OrgShrtNm» ACO: <<ACO_OrgShrtNm>>

SETTLEMENT ("X" Applicable Box)	CONTRACT ("X" Applicable Box)	TERMINATION ("X" Applicable Box)
☐ COST ☐ NO COST	☐ FP ☐ COST REIM.	☐ COMPLETE ☐ PARTIAL

TAB NO.	ITEM	"X" OR "N/A"
1.	TERMINATION NOTICE AND RELATED DOCUMENTS	
2.	CONTRACT TERMINATION STATUS REPORT	
3.	CONTRACT OR CROSS-REFERENCE SHEET INDICATING ITS LOCATION	
4.	DELEGATIONS/REVOCATIONS BY TCO	
5.	MEMORANDUM OF INITIAL AND ANY OTHER CONFERENCES	
6.	NO-COST LETTER FROM CONTRACTOR	
7.	MISCELLANEOUS DOCUMENTS	
8.	PRIME CONTRACTOR'S SETTLEMENT PROPOSAL	
9.	PARTIAL PAYMENT APPLICATIONS AND RELATED DOCUMENTS	
10.	AUDIT REPORTS	
11.	FORMAT-LETTER NOTIFICATION-EXCESS FUNDS	
12.	LIST AND DISPOSITION OF SUBCONTRACTORS' CLAIMS IF NOT INCLUDED IN SETTLEMENT MEMORANDUM; DOCUMENTS SUPPORTING SUBCONTRACT SETTLEMENTS	
13.	TECHNICAL REPORTS (Engineering, Pricing/Costing, Inspection, etc.)	
14.	DOCUMENTS PERTAINING TO COUNTERCLAIMS, SET-OFFS, APPEALS, LITIGATIONS, ETC.	
15.	PLANT CLEARANCE REPORT (Subcontractor)	
16.	PLANT CLEARANCE REPORT (Contractor)	
17.	SETTLEMENT MEMORANDUM	
18.	SETTLEMENT REVIEW BOARD ACTIONS	
19.	SETTLEMENT AGREEMENT, AMENDMENT, OR UNILATERAL DETERMINATION	
20.	NOTICE TO AND/OR CONCURRENCE OF ASSIGNEES, GUARANTORS, AND SURETIES	

CERTIFICATE OF TCO

I HAVE EXAMINED THE FILE AND ALL REQUIRED DOCUMENTS ARE CONTAINED HEREIN.

SIGNATURE OF TCO	DATE

DSA FORM **336** APR 75   EDITION OF MAR 70 MAY BE USED UNTIL EXHAUSTED

LETTER 18 (FORMS TO CONTRACTOR LETTER)

   Click the Forms to Contractor Letter and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 18.

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear «KTRPOC_LstNm»:

   Enclosed with this letter is a package of instructions pertaining to
filing of termination settlement proposals under Contract
«AGR_ContractNbr», Docket «DKT_DocketNbr». Please see that lower-tier
subcontractors, if any, have this information available to them. Use of
this guide will ensure that the final negotiation or subcontract
settlement approval date will not become unduly delayed due to
incorrectly prepared forms.

   Please note that the Federal Acquisition Regulation (FAR) is used or
referenced herein for guidance. Your review of FAR Parts 45 and 49 will
assist you in preparation of your inventory schedule(s) and termination
settlement proposal, respectively.

   If you have any questions or require assistance, please contact me at
«TCO_Phone1» X<<TCO_Ext>>.

                                      «TCO_PERSNM»
                                      «TCO_PosNm»
                                      Terminations Team

Enclosure

LETTER 19 (PRENEGOTIATION OBJECTIVES)

Click the Prenegotiation Objectives and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 19.

TERMINATION SETTLEMENT
PRENEGOTIATION OBJECTIVES

MEMORANDUM TO FILE   <<DATE_Today>>

SUBJECT: Plan for Conducting Negotiations with:
          Contractor: <<KTR_OrgFullNm>>
          Contract No.: <<AGR_C ontractNbr>>   Docket:
          for Termination Settlement   <<DKT_DocketNbr>>

   a. GENERAL INFORMATION:

     (1) Contract Type: <<AGR_PriceTypeDesc>>

     (2) Termination Type: <<DKT_TermType1>>

     (3) Termination Date: <<DKT_TermDate>> Time Extension Granted: <u>NO</u>

     (4) Authority to Negotiate: (Insert authority)

     (5) Contractor's Proposal Submitted: Date:
                                              Amount:

     (6) Audit Report No.:   Date:
                            Costs Questioned:

     (7) Technical Evaluation: <<TECH_OrgShrNm>>
                    Date: <<RCVDT_LatestTechReport>>

     (8) Cost/Price Analysis: <<PRIC_OrgShrtNm>>
                    Date: <<RCVDT_LatestPricingCase>>

     (9) Legal Review: <<LEGAL_OrgShrtNm>>
             Date: <<RCVDT_LatestLegalReview>>

    (10) Government Negotiation Team:

b. EXHIBITS (if applicable):

c. NEGOTIATION OBJECTIVES:

    (1) Justification of Cost/Price Objective (Discuss each element of cost):

    (2) Other negotiation Objectives (Items not related to cost or price):

  d. This document does not constitute a final binding decision to the negotiated price. Only authorized signatures on a supplemental agreement shall constitute a binding settlement.

  e. REVIEW/APPROVAL:

                          _____ _____
                          Contract Termination Specialist   Date

                          _____ _____
                          Termination Contracting Officer   Date

                          _____ _____
                          Termination Team Leader   Date

2-1161

COST/PRICE OBJECTIVES

COST ELEMENT	CONTRACTOR PROPOSED	DCAA QUESTIONED	DCAA RECOMMENDED	NEGOTIATION OBJECTIVES			REF. NOTES
				MINIMUM	TARGET	MAXIMUM	

LETTER 20 (SETTLEMENT MEMO - NO - COST SETTLEMENT)

   Click the Settlement Memo-No-Cost Settlement and the Generate Letter
button from the Create Letter/Memo Menu screen to display Letter 20.

SETTLEMENT MEMORANDUM - NO-COST SETTLEMENT

MEMORANDUM TO FILE   DATE   «DATE_Today»

   SUBJECT: «KTR_OrgFullNm», Docket «DKT_DocketNbr»

   This memorandum relates to the settlement at no cost to the Government
of «DKT_TermType» terminated Contract No. «AGR_ContractNbr».

   It has been determined that no payments have been made on the
terminated items; there are no unadjusted contract changes; no
Government-furnished property is involved; and there are no known
Government claims against the contractor.

                                   «TCO_PERSNM»
                                   «TCO_PosNm»
                                   Terminations Team

LETTER 21 (SETTLEMENT MEMO - NO - COST DETERMINATION)

   Click the Settlement Memo-No-Cost Determination and the Generate
Letter button from the Create Letter/Memo Menu screen to display Letter
21.

SETTLEMENT MEMORANDUM - NO-COST DETERMINATION

MEMORANDUM TO FILE   DATE   «DATE_Today»

SUBJECT: «KTR_OrgFullNm», Docket «DKT_DocketNbr»

   This memorandum relates to the determination at no cost of
«DKT_TermType» terminated Contract No. «AGR_ContractNbr».

   The contractor failed to submit a settlement proposal within the one
year time period allowed by FAR 49.206-1. There is no evidence in the
file, or otherwise indicating the amount of costs, if any, which were
incurred by the contractor.

   It has been determined that no payments have been made on the
terminated items; there are no unadjusted contract changes; no
Government-furnished property is involved; and there are no known
Government claims against the contractor.

                                    «TCO_PERSNM»
                                    «TCO_PosNm»
                                    Terminations Team

LETTER 22 (SETTLEMENT MEMO - NO - COST WITH EQUITABLE ADJUSTMENT)

   Click the Settlement Memo-No-Cost with Equitable Adjustment and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 22.

<div align="center">

SETTLEMENT MEMORANDUM - NO-COST SETTLEMENT
WITH EQUITABLE PRICE ADJUSTMENT

</div>

MEMORANDUM TO FILE   DATE «DATE_Today»

SUBJECT: «KTR_OrgFullNm», Docket «DKT_DocketNbr»

   This memorandum relates to the settlement at no cost (with an equitable adjustment) of «DKT_TermType» terminated Contract No. «AGR_ContractNbr».

   It has been determined that no payments have been made on the terminated items; there are no unadjusted contract changes; no Government-furnished property is involved; and there are no known Government claims against the contractor.

   The Contractor filed a request for an equitable price adjustment of the continued portion of the contract. His SF-1411 proposed a unit price increase from «LIEA_OldUnitPrice» to «LIEA_ProposedUnitPrice». After evaluation of the proposed increase, the TCO negotiated a unit price of «LIEA_NewUnitPrice» for the reduced quantity. The gross amount of the price increase was $0.00 ($0.00 X «LIEA_OrderQy»).

                                     «TCO_PERSNM»
                                     «TCO_PosNm»
                                     Terminations Team

LETTER 23 (SETTLEMENT MEMO - SHORT FORM)

Click the Settlement Memo-Short Form and the Generate Letter button from the Create Letter/Memo Menu screen to display Letter 23.

TERMINATION SETTLEMENT MEMORANDUM

DATE: «DKT_NegCompDate»

CONTRACTOR: «KTR_OrgFullNm»   **DOCKET NO**: «DKT_DocketNbr1»

CONTRACT NUMBER: «AGR_ContractNbr»   AF DOCKET NO: «DKT_AltID»

CONTRACT AMOUNT: «AGR_Am»

CONTRACT TYPE: «AGR_PriceTypeDesc»

DESCRIPTION OF ITEMS TERMINATED:

CLIN	DESCRIPTION	QUANTITY TERMINATED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
0001AA	PROPELLER, MARINE	2	EA	$7,370.00	$14,740.00

TERMINATION CLAUSE:

EFFECTIVE DATE OF TERMINATION: «DKT_TermDate»

WAS TERMINATION NOTICE AMENDED?   _____YES   _____NO

DID CONTRACTOR STOP WORK ON EFFECTIVE DATE?   _____YES   _____NO

CONTRACT PRICE OF ITEMS TERMINATED (CPIT): «DKT_CPIT»

TERMINATION TYPE: _____COMPLETE   ___X___PARTIAL

DATE CONTRACTOR'S SETTLEMENT FILED:

BASIS: SF FORMS   _____1435   _____1436   _____1437   _____1438   _____OTHER

TYPES OF REVIEWS: _____DCAA   _____TECH   _____PRICING   _____LEGAL   _____TCO

                          _____PLANT CLEARANCE   _____OTHER

SUMMARY OF PROPOSAL	Contractor Amount	Negotiated Amount
Cost Claimed	_____	_____
Profit / Fee	_____	_____
Settlement Expense	_____	_____
Settlement with Subs	_____	_____
Gross Settlement	_____	_____
Disposal Other Credits	_____	_____
Net Settlement	_____	_____
Part/Prog/Adv Payments	_____	_____
Net Payment Requested	_____	_____

PARTICIPATING PERSONNEL   Representing

Name	Title	Contractor	Government

NEGOTIATED SETTLEMENT   (Describe basis and factors taken into consideration in arriving at settlement amount. Use narrative if necessary)

HAS CONTRACTOR REQUESTED AN EQUITABLE ADJUSTMENT?   _____YES   ____X_.   NO

WERE UNADJUSTED CONTRACT CHANGES INCLUDED?   _____YES   ____X___NO

PROFIT / FEE: (Explain basis for payment for profit or for adjustment for loss.)

SETTLEMENT EXPENSES:

SUBCONTRACT SETTLEMENTS:	Number	Amount
Under Authorization		
Approved by TCO		

PLANT CLEARANCE:
Disposal Credits: «DKT_DspsCrdtAm»
All Inventory Disposed Of   _____ YES   _____ NO
Government Property Accounted For   _____ YES   _____ NO

CLAIMS IN FAVOR OF GOVERNMENT:

RESERVATION OF RIGHTS.

SUMMARY
Net Payment This Settlement

Contract Price of Items Terminated

Less: Total Payments to Date
        Net Payment this Settlement
        Funds Reserved for Reservations   _____

Reduction in Contract Price

**Amount of gross settlement is fair and reasonable to both the Government and Contractor.**

This document does not constitute a final binding decision to the negotiated price. Only authorized signatures on a supplemental agreement shall constitute a binding settlement.

_____   _____
Contract Termination Specialist   Termination Contracting Officer

LETTER 24 (SETTLEMENT MEMO - LONG FORM)

Click the Settlement Memo-Long Form and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 24.

SETTLEMENT MEMORANDUM TO FILE   DATE «DKT_NegCompDate»

SUBJECT: Contract «AGR_ContractNbr», Docket «DKT_DocketNbr»

<u>PART I - GENERAL INFORMATION</u>

1. Contractor

    a. Name: «KTR_OrgFullNm»

    b. Address: «KTR_AddrLine1»
                  «KTR_CityStateZip»

    c. Affiliations with subcontractors:

    d. Contractor personnel present at negotiations:

       <u>NAME</u>   <u>TITLE</u>

    e. Government personnel present at negotiations:

       <u>NAME</u>   <u>TITLE</u>

2. Description of terminated contract

    a. Contract Number and Date: «AGR_ContractNbr»«AGR_EffDt»

    b. Type of Contract: «AGR_PriceTypeDesc»

    c. General Description of Contract Items:

			UNIT OF	UNIT	TOTAL
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>MEASURE</u>	<u>PRICE</u>	<u>PRICE</u>
0001AA	PROPELLER, MARINE	5	EA	$7,370.00	$36,850.00

    d. Total Contract Price: «AGR_Am»

    e. Termination Article: FAR 52.249-2, Termination for Convenience of
the Government (Fixed Price)

3. Termination Notice

   a. Termination Notice from: «PCO_OrgFullNm»

   b. Effective Date: «DKT_TermDate»

   c. Termination Items:

CLIN	DESCRIPTION	QUANTITY TERMINATED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
0001AA	PROPELLER, MARINE	2	EA	$7,370.00	$14,740.00

   d. CPIT: «DKT_CPIT»

   e. If termination notice was amended, explain:

<div align="center">PART II – CONTRACTOR'S SETTLEMENT PROPOSAL</div>

1. Date(s) and Amount(s):

2. Type of Reviews made and by whom:

   a. Audit:

   b. Technical:

   c. Cost/Price Analysis:

   d. Plant Clearance:

   e. Legal:

   f. Other:

PART III - TABULAR SUMMARY OF CONTRACTOR'S PROPOSAL

COST ELEMENT	CONTRACTOR PROPOSED	DCAA QUESTIONED	DCAA RECOMMENDED	TCO NEGOTIATED	REF. NOTES

PART IV - DISCUSSION OF SETTLEMENT

1. Cost:

2. Profit:

3. Settlement Expenses:

4. Subcontractor's Settlements:

	NO. OF SETTLEMENTS	NET AMOUNT
Approved by Contracting Officer		
Concluded by Contractor under Delegation Authority		
No Cost Settlements		
TOTAL		

5. Disposal Credits:

6. Progress or Advance Payments:

7. Partial Payment:

8. Claims of Government Against Contractor Included in Settlement
Reservations:

9. Assignments:

10. Plant Clearance:

11. Government Property:

12. Special Tooling:

13. Other Remarks:

14. Summary of Settlement:

	CLAIMED	ALLOWED
Prime Contractor's Charges		
Subcontractor' Charges		
Gross Settlement		
Less Disposal Credits		
Net Settlement		
Less Progress Payment Credits		
Less Partial Payment Credits		
Less Other Credits		
Net Payment		
Contract Price of Items Terminated		
Less Payments to Date		
Less Net Payment this Settlement		
Less Reserved for Reservations		
Decrease in Contract Price		

PART V - RECOMMENDATIONS

1. The negotiated settlement in the net amount of «AGR_NetStlmtAm» is determined to be fair and reasonable to both contractual parties. The negotiated settlement is set forth in Supplemental Agreement No. «DKT_ModNbr».

2. By writing this Settlement Memorandum and issuing Supplemental Agreement No. «DKT_ModNbr», the TCO has complied with the requirements of Contract Audit Followup by disposing of Audit Report No. «ARPT_LatestName», dated «ARPT_LatestDt».

3. This document does not constitute a final binding decision to the negotiated price. Only authorized signatures on a supplemental agreement shall constitute a binding settlement.

«TCO_PersNm»
Termination Contracting Officer   Date

LETTER 25 (INITIAL CONFERENCE WORKSHEET)

   Click the Initial Conference Worksheet and the Generate Letter button
from the Create Letter/Memo Menu screen to display Letter 25.

INITIAL CONTACT WORKSHEET

CAGE CODE_____DOCKET NUMBER_____

CONTRACTOR_____

STREET ADDRESS/P.O BOX_____

CITY/STATE/ZIP_____

CONTRACT NUMBER_____ORDER NUMBER_____

TCO CODE _____   PCO CODE_____AIR FORCE DOCKET NUMBER_____

TERMINATION DATE_____ASSIGNMENT DATE_____

ACO TEAM_____CONTRACT TYPE_____

CONTRACT AMOUNT $_____CPIT $ _____

TERMINATED ITEM_____TERMINATION TYPE (P/C)_____

INITIAL CONTACT DATE_____PERSON CONTACTED_____
TELEPHONE NUMBER
(_____)_____TITLE_____

FAX (_____)_____COMPLEXITY CODE_____

FUNDS EXPIRE DATE_____

ITEM NO   DESCRIPTION   QTY   UNIT PRICE   TOTAL PRICE

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

ITEM NO	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FINANCE OFFICE:_____

AGENCY TERMINATING CONTRACT:_____

ADDRESS:_____

AGENCY TCO NAME/CODE:_____TELEPHONE: (_____)_____

DSN: (_____)_____FAX: (_____)_____

AGENCY BUYER NAME/CODE:_____TELEPHONE: (_____)_____

ACO NAME/CODE:_____TELEPHONE: (_____)_____

_____

(FAR 49.105) REVIEW WITH CONTRACTOR:

1. CONTRACTOR'S OBLIGATIONS.

2. STATUS OF ANY PLANS, DRAWINGS AND INFORMATION THAT WOULD HAVE BEEN
DELIVERED HAD THE CONTRACT BEEN COMPLETED.

3. STATUS OF ANY CONTINUING WORK (ADMINISTERED BY THE ACO).

4. CONTRACTOR'S OBLIGATION TO TERMINATE SUBCONTRACTS; GENERAL
PRINCIPLES TO BE FOLLOWED IN SETTING SUBCONTRACT PROPOSALS.

5. TRANSFER OF TITLE AND DELIVERY TO THE GOVERNMENT OF REQUIRED
MATERIAL. STRESS SUBMISSION OF ACCEPTABLE INVENTORY SCHEDULES AND
IMPORTANCE OF EARLY SUBMISSION.

6. CONTRACTOR ACCOUNTING PRACTICES, PREPARATION OF SF 1439 (SCHEDULE OF
ACCOUNTING INFORMATION), SETTLEMENT EXPENSES (FAR 31.205-42(G)).

7. PROPOSAL FORMAT.

8. ACCOUNTING REVIEW.

9. INTERIM FINANCING.

10. TIME PARAMETERS FOR THE VARIOUS ELEMENTS OF A TERMINATION
SETTLEMENT.

11. REQUIRED CONTRACTOR ACTIONS TO REDUCE IMPACT ON EMPLOYEES ADVERSELY
AFFECTED BY THE TERMINATION.

12. CONTRACTOR OBLIGATION TO FURNISH ACCURATE, COMPLETE AND CURRENT COST
OR PRICING DATA; PLUS CERTIFICATION, IF REQUIRED.

_____

CONTRACTOR PROVIDED DATA:

1. TERMINATION NOTICE DATED:_____PARTIAL_____ COMPLETE_____
DATE NOTICE REC'D:_____DATE STOPPED WORK_____

2. WILL THE CONTRACTOR ACCEPT A NO-COST SETTLEMENT? YES_____NO_____
(IF YES, INSTRUCT THE CONTRACTOR TO MAIL A LETTER, ON A COMPANY LETTER-
HEAD, STATING WILLINGNESS TO ACCEPT A NO-COST SETTLEMENT).

   DATE LETTER IS TO BE MAILED:_____ _____

3. SUBCONTRACTORS:

   DATE NOTIFIED:_____DATE STOPPED WORK_____

                         NAME/ADDRESS

_____

_____

_____

4. PRIME CONTRACTOR PERSONNEL HANDLING REVIEW AND SETTLEMENT OF
SUBCONTRACTOR SETTLEMENT PROPOSALS AND METHODS BEING USED:

            NAME/TITLE   SETTLEMENT METHOD

_____

_____

      PRIME CONTRACTOR MUST PERFORM ADMINISTRATION ACTIONS WITH
SUBCONTRACTORS THE SAME AS THE GOVERNMENT DOES WITH THE PRIME
CONTRACTOR.

5. PRIME CONTRACTOR INVENTORY:

  a. ARE THERE:

   (1) COMMON ITEMS THE CONTRACTOR SHOULD DIVERT TO OTHER WORK:

                                 Y_____N_____

(2) WORK-IN-PROCESS TO BE DIVERTED TO OTHER WORK: Y_____N_____

   (3) ITEMS RETURNABLE TO SUPPLIERS WITHOUT CHARGE OR FOR NOMINAL
RESTOCKING CHARGE (25% OR LESS)   Y_____N_____

  b. ON PARTIAL TERMINATION, ASSIGN ITEMS OF LEAST DEVELOPMENT TO
TERMINATION TO REDUCE COSTS.

  c. COMPLETED END ITEMS: YES_____NO_____

  d. FIRST ARTICLE APPROVAL REQUIRED: YES_____NO_____ IF REQUIRED:

   (1) DATE SUBMITTED_____

   (2) WAS FIRST ARTICLE

     (a) APPROVED UNCONDITIONALLY: YES_____NO_____DATE APPROVED_____

     (b) CONDITIONALLY APPROVED: YES_____NO_____DATE APPROVED_____

     (c) NOT APPROVED

     (d) DATE NOTIFIED:_____

     (e) PROBLEMS:_____

   (3) IF THE FIRST ARTICLE WAS NOT APPROVED, ALL COSTS RELATED TO
FIRST ARTICLE WILL BE REASONABLE, NECESSARY, AND ALLOCABLE TO
TERMINATED PORTION OF CONTRACT AND SHALL NOT EXCEED CONTRACT PRICE OF
FIRST ARTICLE IF SEPARATELY PRICED.

   (4) IF FIRST ARTICLE WAS APPROVED, ALL COSTS MAY BE CONSIDERED FOR
REIMBURSEMENT DEPENDING UPON DETERMINATION OF REASONABLENESS, NECESSITY,
AND ALLOCABILITY TO TERMINATED PORTION OF CONTRACT.

  e. ARE THERE ANY OF THE FOLLOWING IN INVENTORY:

   (1) HAZARDOUS MATERIALS (CAUSTIC CHEMICALS)   YES_____NO_____

   (2) NUCLEAR MATERIALS (RADIATION HAZARD)   YES_____NO_____

   (3) PERISHABLE MATERIALS (RUBBER 0 RINGS)   YES_____NO_____

   (4) PRECIOUS METALS (PLATINUM, GOLD, SILVER)   YES_____NO_____

(5) TOXIC MATERIALS (POISONS)   YES_____NO_____

     (6) MUNITIONS (EXPLOSIVES)   YES_____NO_____

   f. IF ABOVE LISTED ITEMS ARE IN EXISTENCE, CHECK CONTRACT FOR
DISPOSAL INSTRUCTIONS; CHECK WITH SAFETY OFFICER FOR INSTRUCTIONS;
COORDINATE WITH ACO FOR ASSISTANCE. THE CONTRACTOR SHALL INVENTORY
SCHEDULES IMMEDIATELY FOR THESE ITEMS.

6. LEASE PROBLEMS

   a. LEASE CANCELLATION   YES_____NO_____

     (1) PROPERTY SPECIFICALLY FOR SUBJECT CONTRACT   YES_____NO_____

     (2) DATE ACQUIRED:_____

   b. PROPRIETARY INFORMATION   YES_____NO_____

      NATURE OF INFORMATION:_____

   c. PATENT INVOLVED   YES_____NO_____

     (1) DEVELOPED AT GOVERNMENT EXPENSE   YES_____NO_____

     (2) DATE OF PATENT:_____

   d. RIGHTS IN DATA   YES_____NO_____

      NATURE OF PROBLEM:_____

   e. ROYALTIES   YES_____NO_____

      NATURE OF PROBLEM:_____

   f. STOP-WORK ORDER ISSUED   YES_____NO_____

     (1) DATE STOP-WORK ORDER ISSUED:_____

     (2) NATURE OF PROBLEM:_____

7. PROPOSAL

   a. ESTIMATED PROPOSAL AMOUNT: $_____

   b. TARGET DATE FOR SUBMISSION:_____

   c. FORMS NEEDED   YES_____NO_____

8. RELEASE OF FUNDS

   a. TOTAL CONTRACT PRICE $_____

   b. CONTRACT PRICE OF ITEMS TERMINATED (CPIT) $_____

c. PROGRESS, ADVANCE OR PARTIAL PAYMENTS MADE ON CPIT $_____

d. SUBTOTAL $_____

e. ESTIMATED PROPOSAL AMOUNT, PLUS CONTINGENCY AMOUNT $_____

f. DATE INITIAL RELEASE OF FUNDS RECOMMENDED:_____

9. ASSIGNEES OR GUARANTORS

   NAME_____ADDRESS_____

10. OTHER DISCUSSION

   a. EPA ON PARTIAL TERMINATION FOR CONTINUED PORTION   YES____NO_____

   b. UNADJUSTED CONTRACTUAL CHANGES   YES____NO_____

      IF YES, EXPLAIN_____

11. AUTHORIZED TO NEGOTIATE SETTLEMENT   YES____NO_____

   IF NO, AUTHORIZED INDIVIDUAL IS_____

12. MOCAS SYSTEM AS OF_____SHOWS UNLIQUIDATED FUNDS OF $_____

   WIP (PROGRESS PAYMENTS OUTSTANDING): $_____

13. IF COST REIMBURSABLE CONTRACT, HAVE DCAA AND DISBURSING OFFICE BEEN
NOTIFIED OF VOUCHERING OUT PERIOD (DLAM 8110.1, 49-302)?

   YES_____NO_____

      (1) FINANCE OFFICE:_____

      (2) AGENCY TERMINATING CONTRACT:_____

      (3) ADDRESS:_____

      (4) AGENCY TCO NAME/CODE:_____TELEPHONE: (   )_____

                                      DSN: (   )_____

                                      FAX: (   )_____

      (5) AGENCY BUYER NAME/CODE:_____TELEPHONE: (   )_____

      (6) ACO NAME/CODE:_____TELEPHONE: (   )_____

MODIFICATIONS

NOTE: Select multiple Modifications in random order: Hold CTRL and click left mouse button or hold SHIFT and click left mouse button to select in group order.

MODIFICATION 01 (MODIFICATION - FIXED PRICE COMPLETE)

a. Click the Modification - Fixed Price Complete and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 01.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»		PAGE OF PAGES 1 | 3

2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. *(If applicable)* «DKT_AltID»

6. ISSUED BY	CODE	«TCO_OrgID»	7. ADMINISTERED BY *(If other than Item 6)*	CODE	«ACO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*	(√)	9A. AMENDMENT OF SOLICITATION NO.

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

9B. DATED *(SEE ITEM 11)*

		10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
	√	

10B. DATED *(SEE ITEM 13)* «AGR_EffDt»

CODE «KTR_OrgID»	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
      ACRN: *(Type ACRN and Amount Deobligated here.)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

(a) This supplemental agreement settles the settlement proposal resulting from the Notice of Termination dated «DKT_TermDate», which completely terminated the contract shown in block 10A above.

GROSS SETTLEMENT: «DKT_GrsStlmtAm»
NET PAYMENT: «AGR_NetStlmtAm»

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* «TCO_PersNm» «TCO_PosNm»	

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____ *(Signature of Contracting Officer)*	

NSN 7450-01-152-8070 PREVIOUS EDITION IS UNUSABLE	30-105	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

b. The parties agree to the following:

(1) The Contractor certifies that all contract termination inventory (including scrap) has been retained or acquired by the Contractor, sold to third parties, returned to suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits have been used in arriving at this agreement.

(2) The Contractor certifies that each immediate subcontractor, whose settlement proposal is included in the proposal settled by this agreement, has furnished the Contractor a certificate stating that:

(a) All subcontract termination inventory (including scrap) has been retained or acquired by the subcontractor, sold to third parties, returned to suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits were used in arriving at the settlement of the subcontract, and that

(b) The subcontractor has received a similar certificate from each immediate subcontractor whose proposal was included in its proposal.

(3) The Contractor certifies that all items of termination inventory, the costs of which were used in arriving at the amount of this settlement or the settlement of any subcontract settlement proposal included in this settlement are:

(a) Properly allocable to the terminated portion of the contract,

(b) Do not exceed the reasonable quantitative requirements of the terminated portion of the contract, and

(c) Do not include any items reasonably usable without loss to the Contractor on its other work. The Contractor further certifies that the Contracting officer has been informed of any substantial change in the status of the items between the dates of the termination inventory schedules and the date of this agreement.

(4) The Contractor transfers, conveys, and assigns to the Government all the right, title, and interest, if any, that the Contractor has received, or is entitled to receive, in and to subcontract termina-tion inventory not otherwise properly accounted for.

(5) The Contractor shall, within ten days after receipt of the payment specified in this agreement, pay to each of its immediate subcontractors (or their respective assignees) the amounts to which they are entitled, after deducting any prior payments and, if the Contractor so elects, any amounts due and payable to the contractor by those subcontractors.

(6) The Contractor has received «IPAY_SumMatIPayAm» for work and services performed, or items delivered, under the completed portion of the contract. The Government confirms the right of the Contractor, subject to subparagraph (g) below, to retain this sum and agrees that it constitutes a portion of the total amount to which the Contractor is entitled in complete and final settlement of the contract.

Further, the Government agrees to pay to the Contractor or its assignee, upon presentation of a proper invoice or voucher, the sum of «AGR_NetStlmtAm», arrived at by deducting from «DKT_GrsStlmtAm».

(a) The amount of «IPAY_SumOthIPayAm» for all unliquidated partial or progress payments previously made to the Contractor or its assignee and all unliquidated payments (with any interest), and

(b) The amount of «DKT_DspsCrdtAm» for all applicable property disposal credits, and

(c) The amount of «DKT_OthCrdtAm» for all other amounts due the Government under this Contract, except as provided in subparagraph (7) below.

(d) The net settlement of «AGR_NetStlmtAm» in subdivision (2) above, together with sums previously paid, constitutes payment in full and complete settlement of the amount due the Contractor for the complete termination of the contract and all other demands and liabilities of the Contractor and the Government under the contract, except as provided in subparagraph (g) below.

(7) Regardless of any other provision of this agreement, the following rights and liabilities of the parties under the contract are reserved:

(a) All rights and liabilities, if any, of the parties, as to matters covered by, and regulations made implementing 10 U.S.C. 2382, as amended, and any other renegotiation authority.

(b) All rights of the Government to take the benefit of agreements or judgments affecting royalties paid or payable in connection with the performance of the contract.

(c) All rights and liabilities, if any, of the parties under those clauses inserted in the contract because of the requirements of Acts of Congress and Executive Orders, including, without limitation, any applicable clauses relating to: Labor law, contingent fees, domes-tic articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

(d) All rights and liabilities of the parties arising under the contract and relating to reproduction rights, patent infringements, inventions, or applications for patents, including rights to assign-ments, invention reports, licenses, covenants of indemnity against patent risks, and bonds for patent indemnity obligations, together with all rights and liabilities under the bonds.

(e) All rights and liabilities of the parties arising under the contract or otherwise, and concerning defects, guarantees, or warranties relating to any articles or component parts furnished to the Government by the Contractor under the contract or this agreement.

(f) All rights and liabilities of the parties under the contract relating to any contract termination inventory stored for the Government.

(g) All rights and liabilities of the parties under agreements relating to the future care and disposition by the Contractor of Government-owned property remaining in the Contractor's custody.

(h) All rights and liabilities of the parties relating to Government property furnished to the Contractor for the performance of this contract.

(i) All rights and liabilities of the parties under the contract relating to options (except options to continue or increase the work under the contract), covenants not to compete, and covenants of indemnity.

(j) All rights and liabilities, if any, of the parties under those clauses of the contract relating to price reductions for defective cost or pricing data.

MODIFICATION 02 (MODIFICATION - FIXED PRICE PARTIAL)

a. Click the Modification - Fixed Price Partial and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 02.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 | 3
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY   CODE   «TCO_OrgID»   **7. ADMINISTERED BY** (If other than Item 6)   CODE   «ACO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(√)	9A. AMENDMENT OF SOLICITATION NO.
«KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip»		9B. DATED (SEE ITEM 11)
	√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
CODE «KTR_OrgID» FACILITY CODE		10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
    ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

    (a) This supplemental agreement settles the settlement proposal resulting from the Notice of Termination dated «DKT_TermDate», which partially terminated the contract shown in block 10A above.

          GROSS SETTLEMENT: «DKT_GrsStlmtAm»
          NET PAYMENT: «AGR_NetStlmtAm»

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)	

NSN 7450-01-152-8070 PREVIOUS EDITION IS UNUSABLE	30-105	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

b. The parties agree to the following:

    (1) The terminated portion of the contract is as follows:

		QUANTITY	UNIT OF	UNIT	EXTENDED
CLIN	DESCRIPTION	TERMINATED	MEASURE	PRICE	PRICE
0001A	PROPELLER, MARINE	2	EA	$7,370.00	$14,740.00

    (2) The Contractor certifies that all contract termination inven-
tory (including scrap) has been retained or acquired by the Contractor,
sold to third parties, returned to suppliers, delivered to, or stored
for the Government, or otherwise properly accounted for, and that all
proceeds and retention credits have been used in arriving at this
agreement.

    (3) The Contractor certifies that each immediate subcontractor,
whose settlement proposal is included in the proposal settled by this
agreement, has furnished the Contractor a certificate stating that:

        (a) All subcontract termination inventory (including scrap) has
been retained or acquired by the subcontractor, sold to third parties,
returned to suppliers, delivered to or stored for the Government, or
otherwise properly accounted for, and that all proceeds and retention
credits were used in arriving at the settlement of the subcontract, and
that

        (b) The subcontractor has received a similar certificate from each
immediate subcontractor whose proposal was included in its proposal.

    (4) The Contractor certifies that all items of termination inven-
tory, the costs of which were used in arriving at the amount of this
settlement, or the settlement of any subcontract settlement are:

        (a) Properly allocable to the terminated portion of the contract,

        (b) Do not exceed the reasonable quantitative requirements of the
terminated portion of the contract, and

        (c) Do not include any items reasonably usable without loss to the
Contractor on its other work. The Contractor further certifies that the
Contracting officer has been informed of any substantial change in the
status of the items between the dates of the termination inventory
schedules and the date of this agreement.

    (5) The Contractor transfers, conveys, and assigns to the Govern-
ment all the right, title, and interest, if any, that the Contractor has
received, or is entitled to receive, in and to subcontract termina-tion
inventory not otherwise properly accounted for.

    (6) The Contractor shall, within ten days after receipt of the pay-
ment specified in this agreement, pay to each of its immediate sub-
contractors (or their respective assignees) the amounts to which they

are entitled, after deducting any prior payments and, if the Contractor so elects, any amounts due, and payable to the Contractor by those subcontractors.

(7) The Government agrees to pay to the Contractor or its assignee, upon presentation of a proper invoice or voucher, the sum of «AGR_NetStlmtAm» arrived at by deducting from «AGR_GrsStlmtAm»

(a) The amount of «IPAY_SumOthIPayAm» for all unliquidated partial or progress payments previously made to the Contractor or its assignee and all unliquidated advance payments (with any interest) applicable to the terminated portion of the contract, and

(b) The amount of «DKT_DspsCrdtAm» for all applicable property disposal credits.

(c) The net settlement of «AGR_NetStlmtAm» in subdivision (1) above, together with sums previously paid, constitutes payment in full and complete settlement of the amount due the Contractor for the terminated portion of the contract, except as provided in subparagraph (8) below.

(d) Upon payment of the net settlement of «AGR_NetStlmtAm», all obligations of the Contractor to perform further work or services or to make further deliveries under the terminated portion of the contract and all obligations of the Government to make further payments or carry out other undertakings concerning the terminated portion of the contract shall cease; provided, that nothing in this agreement shall impair or affect any covenants, terms, or conditions of the contract relating to the completed or continued portion of this contract.

(8) Regardless of any other provision of this agreement, the following rights and liabilities of the parties under the contract are reserved:

(a) All rights and liabilities, if any, of the parties, as to matters covered by, and regulations made implementing 10 U.S.C. 2382, as amended, and any other renegotiation authority.

(b) All rights of the Government to take the benefit of agreements or judgments affecting royalties paid or payable in connection with the performance of the contract.

(c) All rights and liabilities, if any, of the parties under those clauses inserted in the contract because of the requirements of Acts of Congress and Executive Orders, including, without limitation, any applicable clauses relating to: Labor law, contingent fees, domes-tic articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

(d) All rights and liabilities of the parties arising under the contract and relating to reproduction rights, patent infringements, inventions, or applications for patents, including rights to assign-ments, invention reports, licenses, covenants of indemnity against patent risks, and bonds for patent indemnity obligations, together with all rights and liabilities under the bonds.

(e) All rights and liabilities of the parties arising under the contract or otherwise, and concerning defects, guarantees, or warranties relating to any articles or component parts furnished to the Government by the contractor under the contract or this agreement.

(f) All rights and liabilities of the parties under the contract relating to any contract termination inventory stored for the Government.

(g) All rights and liabilities, if any, of the parties under those clauses of the contract relating to price reductions for defec-tive cost or pricing data.

MODIFICATION 03 (MODIFICATION - NO-COST COMPLETE)

a. Click the Modification - No-Cost Complete and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 03.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE «AGR_PriceTypeAltCode»		PAGE OF PAGES 1 | 2
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»		3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»		5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY CODE «TCO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

7. ADMINISTERED BY (If other than Item 6) CODE «ACO_OrgID»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

CODE «KTR_OrgID»   FACILITY CODE

(√)	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
	10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(a) This supplemental agreement modifies the contract to reflect a no-cost settlement agreement with respect to the Notice of Termination dated «DKT_TermDate», which completely terminated the contract shown in block 10A above.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

b. The parties agree as follows:

The Contractor unconditionally waives any charges against the Government because of the termination of the contract and, except as set forth below, releases it from all obligations under the contract or due to its termination. The Government agrees that all obligations under the contract are concluded, except as follows:

(1) All rights and liabilities, if any, of the parties, as to matters covered by any regulations made implementing 10 U.S.C. 2382, as amended, and any other renegotiation authority.

(2) All rights of the Government to take the benefit of agreements or judgments affecting royalties paid or payable in connection with the performance of the contract.

(3) All rights and liabilities, if any, of the parties under those clauses inserted in the contract because of the requirements of Acts of Congress and Executive Orders, including, without limitation, any applicable clauses relating to: Labor law, contingent fees, domestic articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

(4) All rights and liabilities of the parties arising under the contract and relating to reproduction rights, patent infringements, inventions, or applications for patents, including rights to assign- ments, invention reports, licenses, covenants of indemnity against patent risks, and bonds for patent indemnity obligations, together with all rights and liabilities under the bonds.

(5) All rights and liabilities of the parties arising under the contract or otherwise, and concerning defects, guarantees, or warran- ties relating to any articles or component parts furnished to the Government by the Contractor under the contract or this agreement.

(6) All rights and liabilities of the parties under the contract relating to any contract termination inventory stored for the Govern- ment.

(7) All rights and liabilities of the parties under agreements relating to the future care and disposition by the Contractor of Government-owned property remaining in the Contractor's custody.

(8) All rights and liabilities of the parties relating to Govern- ment property furnished to the Contractor for the performance of this contract.

(9) All rights and liabilities of the parties under the contract relating to options (except options to continue or increase the work under the contract), covenants not to compete and covenants of indemnity.

(10) All rights and liabilities, if any, of the parties under those clauses of the contract relating to price reductions for defective cost or pricing data.

MODIFICATION 04 (MODIFICATION - NO-COST PARTIAL)

a. Click the Modification - No-Cost Partial and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 04.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 | 2
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»		5. PROJECT NO. (If applicable) «DKT_AltID»
6. ISSUED BY CODE «TCO_OrgID» «TCO_OrgFullNm» ATTN: «TCO_OrgShrtNm» «TCO_AddrLine1» «TCO_CityStateZip» «CTS_Phone» X<<CTS_Ext>> «CTS_PersNm»		7. ADMINISTERED BY (If other than Item 6) CODE «ACO_OrgID» «ACO_OrgFullNm» ATTN: «ACO_OrgShrtNm»		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(√)	9A. AMENDMENT OF SOLICITATION NO.
«KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip»		9B. DATED (SEE ITEM 11)
	√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
CODE «KTR_OrgID» FACILITY CODE		10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(a) This supplemental agreement modifies the contract to reflect a no-cost settlement agreement with respect to the Notice of Termination dated «DKT_TermDate», which partially terminated the contract shown in block 10A above.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7450-01-152-8070 PREVIOUS EDITION IS UNUSABLE	30-105	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

b. The parties agree to the following:

    (1) The terminated portion of the contract is as follows:

```
                         QUANTITY     UNIT OF    UNIT       EXTENDED
CLIN   DESCRIPTION       TERMINATED   MEASURE    PRICE      PRICE
0001A  PROPELLER, MARINE     2          EA       $7,370.00  $14,740.00
```

    (2) The Contractor unconditionally waives any charges against the
Government arising under the terminated portion of the contract or by
reason of its termination, including, without limitation, all obliga-
tions of the Government to make further payments or to carry out any
further undertakings under the terminated portion of the contract. The
Government acknowledges that the Contractor has no obligation to perform
further work or services or to make further deliveries under the
terminated portion of the contract. Nothing in this paragraph affects
any other covenants, terms or conditions of the contract. Under the
terminated portion of the contract, the following rights and liabilities
of the parties are reserved:

        (a) All rights and liabilities, if any, of the parties, as to
matters covered by and regulations made implementing 10 U.S.C. 2382, as
amended, and any other renegotiation authority.

        (b) All rights of the Government to take the benefit of agree-
ments or judgments affecting royalties paid or payable in connection
with the performance of the contract.

        (c) All rights and liabilities, if any, of the parties under those
clauses inserted in the contract because of the requirements of Acts of
Congress and Executive Orders, including, without limitation, any
applicable clauses relating to: Labor law, contingent fees, domestic
articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

        (d) All rights and liabilities of the parties arising under the
contract and relating to reproduction rights, patent infringements,
inventions, or applications for patents, including rights to assign-
ments, invention reports, licenses, covenants of indemnity against
patent risks, and bonds for patent indemnity obligations, together with
all rights and liabilities under the bonds.

        (e) All rights and liabilities of the parties arising under the
contract or otherwise, and concerning defects, guarantees, or warran-
ties relating to any articles or component parts furnished to the
Government by the Contractor under the contract or this agreement.

        (f) All rights and liabilities of the parties under the contract
relating to any contract termination inventory stored for the Govern-
ment.

        (g) All rights and liabilities of the parties under agreements
relating to the future care and disposition by the Contractor of
Government-owned property remaining in the Contractor's custody.

(h) All rights and liabilities of the parties relating to Government property furnished to the Contractor for the performance of this contract.

(i) All rights and liabilities of the parties under the contract relating to options (except options to continue or increase the work under the contract), covenants not to compete, and covenants of indemnity.

(k) All rights and liabilities, if any, of the parties under those clauses of the contract relating to price reductions for defec-tive cost or pricing data.

MODIFICATION 05 (MODIFICATION - UNILATERAL MOD (NO COST))

a. Click the Modification - Unilateral Mod (No Cost) and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 05.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»		PAGE OF PAGES 1 | 1
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»		5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY   CODE   «TCO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X«<CTS_Ext>>   «CTS_PersNm»

7. ADMINISTERED BY (If other than Item 6)   CODE   «ACO_OrgID»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

CODE   «KTR_OrgID»   FACILITY CODE

(√) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
√   «AGR_ContractNbr»

10B. DATED (SEE ITEM 13)
«AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required))
ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)
√   FAR 49.109-7(a) and Contract Provisions

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

{a} Termination settlement proposal has not been received. Pursuant to (insert Termination Clause, e.g., 52.249-1 Termination for Convenience of the Government (Fixed Price - short form)) and supporting coverage in FAR 49.206-1 and 49.109-7(a), the amount due by reason of the «DKT_TermType1» termination dated «DKT_TermDate», is unilaterally established at no cost. This decision cannot be appealed, in accordance with the provisions of the Termination for Convenience Clause and FAR 49.109-7(f).

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

b. The parties agree to the following:

(1) The terminated portion of the contract is as follows:

CLIN	DESCRIPTION	QUANTITY TERMINATED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
0001A	PROPELLER, MARINE	2	EA	$7,370.00	$14,740.00

(2) The contract price(s) for the item(s) of the contract relating to the continued portion of the contract is (are) adjusted pursuant to the provisions of the Termination for the Convenience of the Government clause of the contract, as designated below:

The contract is revised as follows:

FROM:

CLIN	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE

TO:

CLIN	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE

(3) The Contractor certifies that all contract termination inventory (including scrap) has been retained or acquired by the Contractor, sold to third parties, returned to suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits have been used in arriving at this agreement.

(4) The Contractor certifies that each immediate subcontractor, whose settlement proposal is included in the proposal settled by this agreement, has furnished the Contractor a certificate stating that:

(a) All subcontract termination inventory (including scrap) has been retained or acquired by the subcontractor, sold to third parties, returned to suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits were used in arriving at the settlement of the subcontract, and that

(b) The subcontractor has received a similar certificate from each immediate subcontractor whose proposal was included in its proposal.

(5) The Contractor certifies that all items of termination inventory, the costs of which were used in arriving at the amount of this settlement or the settlement of any subcontract settlement proposal included in this settlement are:

(a) Properly allocable to the terminated portion of the contract,

(b) Do not exceed the reasonable quantitative requirements of the terminated portion of the contract, and

(c) Do not include any items reasonably usable without loss to the Contractor on its other work. The Contractor further certifies that the Contracting Officer has been informed of any substantial change in the status of the items between the dates of the termination inventory schedules and the date of this agreement.

(6) The Contractor transfers, conveys, and assigns to the Govern-ment all the right, title, and interest, if any, that the Contractor has received, or is entitled to receive, in and to subcontract termina-tion inventory not otherwise properly accounted for.

(7) The Contractor shall, within 10 days after receipt of the pay-ment specified in this agreement, pay to each of its immediate sub-contractors (or their respective assignees) the amounts to which they are entitled, after deducting any prior payments and, if the Contractor so elects, any amounts due and payable to the contractor by those subcontractors.

(a) The Government agrees to pay to the Contractor or its assignee, upon presentation of a proper invoice or voucher, the sum of «AGR_NetStlmtAm», arrived at by deducting from «DKT_GrsStlmtAm»:

1. The amount of «IPAY_SumOthIPayAm» for all unliquidated partial or progress payments previously made to the Contractor or its assignee and all unliquidated advance payments (with any interest) applicable to the terminated portion of the contract, and

2. The amount of «DKT_DspsCrdtAm» for all applicable property disposal credits.

(b) The net settlement of «AGR_NetStlmtAm» in subdivision (1) above, together with sums previously paid, constitutes payment in full and complete settlement of the amount due the Contractor for the terminated portion of the contract, except as provided in subparagraph (8) below.

(c) Upon payment of the net settlement of «AGR_NetStlmtAm», all obligations of the Contractor to perform further work or services or to make further deliveries under the terminated portion of the contract and all obligations of the Government to make further payments or carry out other undertakings concerning the terminated portion of the con-tract shall cease; provided, that nothing in this agreement shall impair or affect any covenants, terms, or conditions of the contract relating to the completed or continued portion of this contract, except as provided in subparagraph (b)(2) above.

(8) Regardless of any other provision of this agreement, the fol-lowing rights and liabilities of the parties under the contract are reserved:

(a) All rights and liabilities, if any, of the parties, as to matters covered by, and regulations made implementing 10 U.S.C. 2382, as amended, and any other renegotiation authority.

(b) All rights of the Government to take the benefit of agree-
ments or judgments affecting royalties paid or payable in connection
with the performance of the contract.

(c) All rights and liabilities, if any, of the parties under those
clauses inserted in the contract because of the requirements of Acts of
Congress and Executive Orders, including, without limitation, any
applicable clauses relating to: Labor law, contingent fees, domestic
articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

(d) All rights and liabilities of the parties arising under the
contract and relating to reproduction rights, patent infringements,
inventions, or applications for patents, including rights to assign-
ments, invention reports, licenses, covenants of indemnity against
patent risks, and bonds for patent indemnity obligations, together with
all rights and liabilities under the bonds.

(e) All rights and liabilities of the parties arising under the
contract or otherwise, and concerning defects, guarantees, or warran-
ties relating to any articles or component parts furnished to the
Government by the contractor under the contract or this agreement.

(f) All rights and liabilities of the parties under the contract
relating to any contract termination inventory stored for the Govern-
ment.

(g) All rights and liabilities, if any, of the parties under those
clauses of the contract relating to price reductions for defec-tive cost
or pricing data.

(9) Contractor's statement of release: In consideration of the
modification(s) agreed to herein as complete equitable adjustments for
the Contractor's «LIEA_LatestEASubDt» proposal for adjustment, the
Contractor hereby releases the Government from any and all liability
under this contract for further equitable adjustments attributable to
such facts or circumstances giving rise to the proposal for adjustment.

MODIFICATION 06 (MODIFICATION – DEOBLIGATION OF EXCESS FUNDS)

Click the Modification – Deobligation of Excess funds and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 06.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»		PAGE OF PAGES 1 | 1

2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY	CODE	«TCO_OrgID»	7. ADMINISTERED BY (If other than Item 6)	CODE	«ACO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

7. ADMINISTERED BY (If other than Item 6)
«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

(√)
9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
√ «AGR_ContractNbr»

CODE   «KTR_OrgID»   FACILITY CODE

10B. DATED (SEE ITEM 13)
«AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
    ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

√ D. OTHER (Specify type of modification and authority)
   (Insert Authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(a) Pursuant to FAR 49.105-2(a), excess funds in the amount of «RLS_MostRecentAm» are hereby deobligated.

(b) The amount of «DKT_GrsAntcptdStlmtAm» is reserved by the Termination Contracting Officer for settlement costs.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED <<SYS_Date>>
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

MODIFICATION 07 (MODIFICATION - FIXED PRICE PARTIAL WITH EQUITABLE ADJUSTMENT)

Click the Modification - Fixed price partial with equitable adjustment and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 07.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 | 4
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. *(If applicable)* «DKT_AltID»

6. ISSUED BY   CODE   «TCO_OrgID»   **7. ADMINISTERED BY** *(If other than Item 6)*   CODE   «ACO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

(√)   **9A. AMENDMENT OF SOLICITATION NO.**

9B. DATED *(SEE ITEM 11)*

10A. MODIFICATION OF CONTRACT/ORDER NO.
√   «AGR_ContractNbr»

10B. DATED *(SEE ITEM 13)*

CODE   «KTR_OrgID»   FACILITY CODE   «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
    ACRN: *(Type ACRN and Amount Deobligated here.)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
√   FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)

D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

(a) This supplemental agreement settles the settlement proposal resulting from the Notice of Termination dated «DKT_TermDate», which partially terminated the contract shown in Block 10A above. This supplemental agreement also settles the proposal for an equitable adjustment of the price of the continued portion of the contract.

       GROSS SETTLEMENT: «DKT_GrsStlmtAm»
       NET PAYMENT: «AGR_NetStlmtAm»

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____ *(Signature of Contracting Officer)*	

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

MODIFICATION 08 (MODIFICATION - NO-COST PARTIAL WITH EQUITABLE ADJUSTMENT)

a. Click the Modification - No-Cost Partial with Equitable Adjustment and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 08.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 | 3
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY	CODE «TCO_OrgID»	7. ADMINISTERED BY (If other than Item 6)	CODE «ACO_OrgID»
«TCO_OrgFullNm» ATTN: «TCO_OrgShrtNm» «TCO_AddrLine1» «TCO_CityStateZip» «CTS_Phone» X<<CTS_Ext>> «CTS_PersNm»		«ACO_OrgFullNm» ATTN: «ACO_OrgShrtNm»	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(√)	9A. AMENDMENT OF SOLICITATION NO.
«KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip»		9B. DATED (SEE ITEM 11)
	√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
CODE «KTR_OrgID» FACILITY CODE		10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
    ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(a) This supplemental agreement modifies the contract to reflect a no-cost settlement agreement with respect to the Notice of Termination dated «DKT_TermDate», which partially terminated the contract shown in Block 10A above. This supplemental agreement also settles the proposal for an equitable adjustment of the price of the continued portion of the contract.

GROSS SETTLEMENT: «DKT_GrsStlmtAm»
NET PAYMENT: «AGR_NetStlmtAm»

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

NSN 7450-01-152-8070 PREVIOUS EDITION IS UNUSABLE	30-105	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

b.　The parties agree to the following:

　　(1) The terminated portion of the contract is as follows:

CLIN	DESCRIPTION	QUANTITY TERMINATED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
0001A	PROPELLER, MARINE	2	EA	$7,370.00	$14,740.00

　　(2) The contract price(s) for the item(s) of the contract relating to the continued portion of the contract is (are) adjusted pursuant to the provisions of the Termination for the Convenience of the Government clause of the contract, as designated below:

　　The contract is revised as follows:

　　FROM:

CLIN	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE

　　TO:

CLIN	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE

　　(3) The Contractor unconditionally waives any charges against the Government arising under the terminated portion of the contract or by reason of its termination, including, without limitation, all obligations of the Government to make further payments or to carry out any further undertakings under the terminated portion of the contract. The Government acknowledges that the Contractor has no obligation to perform further work or services or to make further deliveries under the terminated portion of the contract. Nothing in this agreement affects any other covenants, terms or conditions of the contract, except as provided in subparagraph (b)(2) above. Under the terminated portion of the contract, the following rights and liabilities of the parties are reserved:

　　　　(a) All rights and liabilities, if any, of the parties, as to matters covered by, and regulations made implementing 10 U.S.C. 2382, as amended, and any other renegotiation authority.

　　　　(b) All rights of the Government to take the benefit of agreements or judgments affecting royalties paid or payable in connection with the performance of the contract.

　　　　(c) All rights and liabilities, if any, of the parties under those clauses inserted in the contract because of the requirements of Acts of Congress and Executive Orders, including, without limitation, any applicable clauses relating to: Labor law, contingent fees, domestic articles, employment of aliens, and OFFICIALS NOT TO BENEFIT.

　　　　(d) All rights and liabilities of the parties arising under the contract and relating to reproduction rights, patent infringements, inventions, or applications for patents, including rights to assignments, invention reports, licenses, covenants of indemnity against patent risks, and bonds for patent indemnity obligations, together with all rights and liabilities under the bonds.

(e) All rights and liabilities of the parties arising under the contract or otherwise, and concerning defects, guarantees, or warranties relating to any articles or component parts furnished to the Government by the Contractor under the contract or this agreement.

(f) All rights and liabilities of the parties under the contract relating to any contract termination inventory stored for the Government.

(g) All rights and liabilities of the parties under agreements relating to the future care and disposition by the Contractor of Government-owned property remaining in the Contractor's custody.

(h) All rights and liabilities of the parties relating to Government property furnished to the Contractor for the performance of this contract.

(i) All rights and liabilities of the parties under the contract relating to options (except options to continue or increase the work under the contract), covenants not to compete, and covenants of indemnity.

(j) All rights and liabilities, if any, of the parties under those clauses of the contract relating to price reductions for defec-tive cost or pricing data.

(4) Contractor's statement of release: In consideration of the modification(s) agreed to herein as complete equitable adjustments for the Contractor's «LIEA_LatestEASubDt» proposal for adjustment, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal for adjustment.

MODIFICATION 09 (MODIFICATION – STANDARD FORM 30 TEMPLATE)

Click the Modification – Standard Form 30 Template and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 09.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeCode»		PAGE OF PAGES 1 | 1
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»		5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY	CODE	«TCO_OrgID»	7. ADMINISTERED BY (If other than Item 6)	CODE	«ACO_OrgID»
«TCO_OrgFullNm» ATTN: «TCO_OrgShrtNm» «TCO_AddrLine1» «TCO_CityStateZip» «CTS_Phone» X<<CTS_Ext>> «CTS_PersNm»			«ACO_OrgFullNm» ATTN: «ACO_OrgShrtNm»		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(√)	
«KTR_OrgFullNm» «KTR_AddrLine1» «KTR_CityStateZip»		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
CODE «KTR_OrgID» FACILITY CODE		10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning_____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required))
      ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.249-2, Termination for Convenience of the Government (Fixed Price)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA

BY
(Signature of Contracting Officer) | 16C. DATE SIGNED |

MODIFICATION 10 (MODIFICATION - COST TYPE COMPLETE)

a. Click the Modification - Cost Type Complete and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 10.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 | 4
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»	5. PROJECT NO. (If applicable) «DKT_AltID»

6. ISSUED BY   CODE   «TCO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>> «CTS_PersNm»

7. ADMINISTERED BY (If other than Item 6)   CODE   «ACO_OrgID»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

CODE «KTR_OrgID» FACILITY CODE

(√)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
√	10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»
	10B. DATED (SEE ITEM 13) «AGR_EffDt»

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required))
ACRN: (Type ACRN and Amount Deobligated here.)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
√	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MODIFICATION ISSUED PURSUANT TO FAR 52.249-6
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

b. This supplemental agreement settles the settlement proposal resulting from the Notice of Termination dated «DKT_TermDate».

c. The parties agree to the following:

(1) Contractor certifies that all contract termination inventory (including scrap) has been retained or acquired by the Contractor, sold to third parties, returned to suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits have been used in arriving at this agreement.

(2) The Contractor certifies that each immediate subcontractor, whose settlement proposal is included in the proposal settled by this agreement, has furnished the Contractor a certificate stating that:

(a) All subcontract termination inventory (including scrap) has been retained or acquired by the subcontractor, sold to third parties, returned to the suppliers, delivered to or stored for the Government, or otherwise properly accounted for, and that all proceeds and retention credits were used in arriving at the settlement of the subcontract, and that

(b) The subcontractor has received a similar certificate from each immediate subcontractor whose proposal was included in its proposal.

(3) The Contractor certifies that all items of termination inventory, the costs of which were used in arriving at the amount of this settlement or the settlement of any subcontract settlement proposal included in this settlement are:

(a) Properly allocable to the terminated portion of the contract,

(b) Do not exceed the reasonable quantitative requirements of the terminated portion of the contract, and

(c) Do not include any items reasonably usable without loss to the Contractor on its other work. The Contractor further certifies that the Contracting Officer has been informed of any substantial change in the status of the items between the dates of the termination inventory schedules and the date of this agreement.

(4) The Contractor transfers, conveys, and assigns to the Government all the right, title, and interest, if any, that the Contractor has received, or is entitled to receive, in and to subcontract termina-tion inventory not otherwise properly accounted for.

(5) The Contractor shall, within ten days after receipt of the payment specified in this agreement, pay to each of its immediate sub-contractors (or their respective assignees) the amounts to which they are entitled, after deducting any prior payments and, if the Contractor so elects, any amounts due and payable to the Contractor by those subcontractors.

(6) The Contractor has received «DKT_GrStlmtAm» for work and services performed, or articles delivered, under the contract before the effective date of termination. The Government confirms the right of the Contractor, subject to paragraph (7) below, to retain this sum and agrees that it constitutes a portion of the total amount to which the Contractor is entitled in complete and final settlement of the contract.

(7) Further, the Government agrees to pay to the Contractor or its assignee, upon presentation of a proper invoice or voucher, the sum of «AGR_NetStlmtAm» arrived at by deducting from the sum of «DKT_GrStlmtAm».

(a) The amount of «IPAY_SumOthIPayAm+Inv_Tot_Am» for all unliquidated partial or progress payments previously made to the Contractor or its assignee and all unliquidated advance payments (with any interest),

(b) The amount of «DKT_DspsCrdtAm» for all applicable property disposal credits and

(c) The amount of «DKT_OthCrdtAm» for all other amounts due the Government under this contract, except as provided in paragraph (7) below.

(d) The net settlement of «AGR_NetStlmtAm» in subdivision (2) above, together with sums previously paid, constitutes payment in full and complete settlement of the amount due the Contractor for the complete termination of the contract and of all other demands and liabilities of the Contractor and the Government under the contract except as provided in subparagraph (g) below.

(e) Regardless of any other provision of this agreement, the fol- lowing rights and liabilities of the parties under the contract are reserved:

1. All rights and liabilities, if any, of the parties, as to matters covered by any regulations.

2. All rights of the Government to take the benefit of agree- ments or judgments affecting royalties paid or payable in connection with the performance of the contract.

3. All rights and liabilities, if any, of the parties under those clauses inserted in the contract because of the requirements of Acts of Congress and Executive Orders, including, without limitation, any applicable clauses relating to: Labor law, contingent fees, domestic articles, and employment of aliens.

4. All rights and liabilities of the parties arising under the contract and relating to reproduction rights, patent infringements, inventions, or applications for patents, including rights to assignments, invention reports, licenses, covenants of indemnity against patent risks, and bonds for patent indemnity obligations, together with all rights and liabilities under the bonds.

5. All rights and liabilities of the parties arising under the
contract or otherwise, and concerning defects, guarantees, or warranties
relating to any articles or component parts furnished to the Government
by the Contractor under the contract or this agreement.

     6. All rights and liabilities of the parties under the contract
relating to any contract termination inventory stored for the
Government.

     7. All rights and liabilities of the parties under agreements
relating to the future care and disposition by the Contractor of
Government-owned property remaining in the Contractor's custody.

     8. All rights and liabilities of the parties relating to
Government property furnished to the Contractor for the performance of
this contract.

     9. All rights and liabilities of the parties under the contract
relating to options (except options to continue or increase the work
under the contract), covenants not to compete, and covenants of
indemnity.

     10. Unresolved demands or assertions by the Contractor against
the Government for costs under General Accounting Office exceptions or
other costs of the same nature that are excluded from the settlement
without prejudice to the rights of either party, as follows:

     11. Claims by the Contractor against the Government, when the
Contractor's rights of reimbursement are disputed, that are excluded
without prejudice to the rights of either party are as follows:

     12. Unresolved demands or assertions by the Contractor against
the Government that are unknown in amount and involve costs alleged to
be reimbursable under the contract are as follows:

     13. Unknown amounts alleged by the contractor against the
Government, based upon responsibility of the Contractor to third parties
that involve costs reimbursable under the contract.

     14. Debts due the Government by the Contractor that are based on
refunds, rebates, credits, or other amounts not now known to the
Government, with interest, now due or that may become due the Contractor
from third parties, if the amounts arise out of transactions for which
reimbursement has been made to the Contractor under the contract. The
Contractor shall pay to the Government, within 30 days after receipt,
any of these amounts that become due from any third party or any other
source. Interest at the rate established by the Secretary of the
Treasury under 50 U.S.C. (App.) 1215(b)(2) shall accrue and shall be
paid to the Government on any amounts that remain unpaid after the 30-
day period.

     15. All rights and liabilities, if any, of the parties under
those clauses of the contract relating to price reductions for defec-
tive cost or pricing data.

MODIFICATION 11 (MODIFICATION - COST TYPE PARTIAL (FEE ONLY))

    a. Click the Modification - Cost Type Partial and the Generate Letter button from the Create Letter/Memo Menu screen to display Modification 11.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE «AGR_PriceTypeAltCode»	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. «DKT_ModNbr»	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. DOCKET «DKT_DocketNbr1»		5. PROJECT NO. *(If applicable)* «DKT_AltID»

6. ISSUED BY   COD   «TCO_OrgID»

«TCO_OrgFullNm»
ATTN: «TCO_OrgShrtNm»
«TCO_AddrLine1»
«TCO_CityStateZip»
«CTS_Phone» X<<CTS_Ext>>   «CTS_PersNm»

7. ADMINISTERED BY *(If other than Item 6)*   CODE   «ACO_OrgID»

«ACO_OrgFullNm»
ATTN: «ACO_OrgShrtNm»

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

«KTR_OrgFullNm»
«KTR_AddrLine1»
«KTR_CityStateZip»

(√)   9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

10A. MODIFICATION OF CONTRACT/ORDER NO. «AGR_ContractNbr»   √

10B. DATED *(SEE ITEM 13)* «AGR_EffDt»

CODE   «KTR_OrgID»   FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*)
    ACRN: *(Type ACRN and Amount Deobligated here.)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)   A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

√   C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
    Contract Provisions

D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return the ORIGINAL copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*
    THIS MODIFICATION IS TO CORRECT QUANTITY AND DESCRIPTION OF ITEMS IN MODIFICATION «DKT_ModNbr»
    (a) This supplemental agreement settles the termination settlement proposal resulting from the Notice of Termination dated.

    (b) The parties agree as follows·
        (|) The contract is amended by deleting the terminated portion as follows:

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* «TCO_PersNm» «TCO_PosNm»	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED

NSN 7450-01-152-8070
PREVIOUS EDITION IS UNUSABLE
    30-105
STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CLIN	DESCRIPTION	QTY TERMINATED	UNIT PRICE	CONTRACT PRICE OF ITEMS TERMINATED

      (1) The fee stated in the contract is decreased by $_____ from $ _____ to $_____.

      (2) The estimated cost of the contract is decreased by $_____ from $_____ to $_____.

  b. The Contractor's allowable costs and earned fee, if any, for the terminated portion of the contract will continue to be reimbursed on SF 1034, Public Voucher for Purchase and Services Other than Personal, under the applicable provisions of the contract and part 31 of the Federal Acquisition Regulation.

APPENDIX B (REPORTS)

REPORT 01 (ASSIGNMENT REPORT)

a. Click Assignment Report and OK from the Query/Report Menu screen to display Report 01.

b. Report Description: Displays a report of all open or closed dockets for a specified TCO in a given Termination Settlement Branch Office, and allows for the selection of ALL TCOs or an individual TCO located in the Termination Settlement Branch Office.

c. Vision Data User Prompts:

   (1) TCO Last Name or ALL.

   (2) Opened Dockets - Script 5A.

   (3) Closed Dockets - Script 5B.

OPENED DOCKET T/C ASSIGNMENT REPORT

TCO NAME

DOCKET NO	CONTRACTOR	CONTRACT NO	BUS SIZE	CPIF	T/C TYPE	T/C DATE	PROPOSAL DATE	PROPOSAL AMT	SSC	CMPLX CODE
A9400IWC	McDonnell Douglas	F09603-91-G-0011	S	348,789,390	P		02/22/94	123,890	P	2
F91036SSA	ABA Industries	F34601-90-C-0877	S	23,000,000	P	05/11/91	05/11/91	678,989	E	6
L92009SSA	ADA Medical & Hosp	N00104-88-C-4530	S	104,890,000	C	09/27/92	09/27/92	345,444	I	8
N900067SA	Airfoil Textron Inc	N00383-88-C-7025	L	1,098,000,453	C	03/16/90	03/16/90	1,345,999	B	4
F92029ISA	Aerosonic Corp	F42620-91-M-0127	L	458,921,222	C	07/15/92	07/15/92	45,789	D	9
N9100845SA	AT&T Technologies Inc	N00104-89-G-0582	L	789,908	P	01/01/91	01/01/91	345,888	N	1
TOTALS				$2,034,390,973				$2,885,999		

Date

Organization Name

DATE   The Date the report was generated.

TCO NAME   The TCO's last name.

DOCKET NO   The list of Dockets which satisfied the report
                      criteria.

CONTRACTOR   The Contractor associated to the Docket.

CONTRACTOR NO.   The Contract Number associated to the Docket.

BUS SIZE   The Business Size associated to the Contractor.

CPIT   The CPIT associated to the Docket.

T/C TYPE   The Termination Type associated to the Docket.

T/C DATE   The Effective Termination Date associated to the
                      Docket.

PROPOSAL DATE   The Submitted Proposal Date associated to the
                      Docket.

PROPOSAL AMT   The Submitted Proposal Amount associated to the
                      Docket.

SSC   The Settlement Status Code associated to the Docket.

COMPLX CODE   The Complexity Code associated to the Docket.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                      Assignment Report.

TOTALS   The sum of the CPIT's and Proposal Amounts
                      associated to the Dockets which satisfied the
                      Assignment Report.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                      position alphanumeric mandatory field.

REPORT 02 (ASSIGNMENTS DURING A SPECIFIED PERIOD)

a. Click Assignment During a Specified Period and OK from the Query/
Report Menu screen to display Report 02.

b. Report Description: Displays a list of dockets assigned to a
Termination Contracting Office (TCO) during a specific time period which
is input by a user. The input format is MM/DD/YYYY.

c. Vision Data User Prompts:

(1) Begin Date.

(2) End Date.

(3) Sort Order: Docket Sequence No., Contractor, Docket No.,
Contract No., CPIT, SSC, and Assignment Date.

ASSIGNMENTS DURING A SPECIFIED PERIOD
(Includes Closed Dockets)

FROM: 01/01/1990   TO: 05/15/1995   SORT ORDER: Docket_No

CONTRACT NO	DOCKET NO	CONTRACTOR	CPIT	SSC	ASSIGN DATE
F09603-91-G-0011	A94001WC	McDonnell Douglas	348,789,390	A	04/02/1996
F34601-90-C-0877	F910363SA	ABA Industries	23,000,000	N	04/02/1996
N00104-88-C-4530	L920095SA	ADA Medical & Hosp	104,890,000	H	04/10/1996
N00383-88-C-7025	N900067SA	Airfoil Textron Inc	1,098,000,453	I	04/10/1996
F42620-91-M-0127	F920291SA	Aerosonic Corp	458,921,222	D	04/10/1996
N00104-89-G-0382	N910084SA	AT&T Technologies Inc	789,908	E	04/10/1996
		Total:	$2,034,390,973		

NUMBER OF DOCKETS: 6

Organization Name

Date

DATE   The Date the report was generated.

FROM   User input: Begin Date.

TO   User input: End Date.

SORT ORDER   User input: Sort Order.

CONTRACT NO   The Contract Number associated to the Docket.

DOCKET NO.   The list of Dockets which satisfied the report
                        criteria.

CONTRACTOR   The Contractor associated to the Docket.

CPIT   The CPIT associated to the Docket.

SSC   The SSC associated to the Docket.

ASSIGN DATE   The Assignment Date associated to the Docket.

TOTAL   The sum of the Docket's CPIT's which satisfied the
                        Assignments During a Specified Period report
                        criteria.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                        Assignments During a Specified Period report
                        criteria.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

a. Click Audits Requested but Not Received and OK from the Query/ Report Menu screen to display Report 03.

b. Report Description: Generates a report of active Audit Request dates which do not have a Audit Report Received date and are older than the number of days old input by the user.

c. Vision Data User Prompts:

(1) Number of Days old.

(2) Sort Order: Docket Sequence No., Contract No., Docket No., Contractor, Audit Requested, Days Old, Audit Rpt No., and Proposal.

CLOSED DOCKET REPORT

FROM: TO:

SORT ORDER: Docket Sequence No   Date

DOCKET NO	CONTRACTOR	CONTRACT NO	BUS SIZE	CPT	PROP/EBA/ LCC	GROSS SETL	FUNDS RLSD	COST SAVINGS
A94001WC	McDonnell Douglas	F09603-91-G-0011	S	348,789,390	222,944	0	125,000	12,500
F910363SA	ABA Industries	F34601-90-C-0877	S	23,000,000	425,709	8,800	13,999	2,567
L920095SA	ADA Medical & Hosp	N00104-88-C-4530	L	104,890,000	456,787	9,777	34,900	23,000
N900067SA	Airfoil Textron Inc	N00383-88-C-7025	L	1,098,000,453	112,333	3,700	23,000	14,000
F920291SA	Aerosonic Corp	F42620-91-M-0127	L	458,921,222	321,909	0	10,900	3,678
N910084SA	AT&T Technologies	N00104-89-G-0382	S	789,908	333,908	456,900	5,000	22,000
TOTALS				$2,034,390,973	$1,873,590	$479,177	$212,799	$77,745

NUMBER OF DOCKETS: 6

Organization Name

DATE	The Date the report was generated.
DAYS OLD	User input: Days Old.
SORT ORDER	User Input: Sort Order.
CONTRACT NO.	The list of Contracts which satisfied the report criteria.
DOCKET NO.	The Docket associated to the Contract.
CONTRACTOR	The Name of the Contractor associated to the Docket.
AUDIT REQUESTED	The Audit Requested date associated to the Docket.
DAYS OLD	Date of Report - Audit Requested Date.
AUDIT RPT NO.	The Audit Report Number associated to the Audit Requested Date.
PROPOSAL	The Submitted Proposal Settlement Amount associated to the Audit Report Number.
AVG DAYS OLD	The sum of the Days Old/Number of Dockets.
TOTAL	The sum of the Proposal Values.
NUMBER OF DOCKETS	The total number of Dockets which satisfied the report criteria.
ORGANIZATION NAME	This is a full name of an organization and is a 30-position alphanumeric mandatory field.

a. Click Closed Docket Report and the OK button from the Query/Report Menu screen to display Report 04.

b. Report Description: Generates a report of all dockets closed within the Start Close Date and End Close Date entered by the user. The input format is MM/DD/YYYY.

c. Vision Data User Prompts:

(1) Starting Closing Date.

(2) Ending Closing Date.

(3) Sort Order: Docket Sequence No., Docket No., Contractor, Contract No., and Business Size.

CLOSED DOCKET REPORT

FROM: TO:

SORT ORDER: Docket Sequence No   Date

DOCKET NO	CONTRACTOR	CONTRACT NO	BUS SIZE	CPIT	PROP/EEA/ UCC	GROSS SETL	FUNDS RLSD	COST SAVINGS
A94001WC	McDonnell Douglas	F09603-91-G-0011	S	348,789,390	222,944	0	125,000	12,500
F91036JSA	ABA Industries	F34601-90-C-0877	S	23,000,000	425,709	8,800	13,999	2,567
L920095SA	ADA Medical & Hosp	N00104-88-C-4530	L	104,890,000	456,787	9,777	34,900	23,000
N900067SA	Airfoil Textron Inc	N00383-88-C-7025	L	1,098,000,453	112,333	3,700	23,000	14,000
F920291SA	Aerosonic Corp	F42620-91-M-0127	L	458,921,222	321,909	0	10,900	3,678
N910084SA	AT&T Technologies	N00104-89-G-0382	S	789,908	333,908	456,900	5,000	22,000
TOTALS				$2,034,390,973	$1,873,590	$479,177	$212,799	$73,745

NUMBER OF DOCKETS: 6

Organization Name

DATE   The Date the report was generated.

FROM   User input: Begin Date.

TO   User input: End Date.

SORT ORDER   User input: Sort Order.

DOCKET NO.   The list of Dockets which satisfied the report
                        criteria.

CONTRACTOR   The name of the Contractor associated to the
                        Docket.

CONTRACT NO   The Contract Number associated to the Docket.

BUS SIZE   The Business Size associated to the Contractor.

CPIT   The CPIT amount associated to the Docket.

PROP/EA/UCC   The Sum of the Proposal amount and Equitable
                        Adjustment amount and Unsettled Contract Change
                        amount.

GROSS SETTL   The Gross Settlement Amount associated to the
                        Docket.

FUNDS RLSD   The sum of the Funds Released amount associated to
                        the Docket.

COST SAVINGS   The sum of the largest Submitted Proposal Settle-
                        ment Amount + the largest Proposed Equitable
                        Adjustment Amount + the largest Proposed Unsettled
                        Contract Change Amount) – the Gross Settlement
                        Amount associated to the Docket in the Cost Savings
                        column or if the Closing Type is rescinded or
                        transferred, then the system shall display a zero
                        in the Cost Savings column.

                        Note: The computed Cost Savings for any docket
                        shall not be shown as less than zero even if it
                        calculated to be a negative amount.

TOTALS   The total sum of the CPIT, Proposal/Equitable
                        Adjustment/Unsettled Contract Change amounts, Gross
                        Settlement amount, Funds Released amount, and Cost
                        Savings amount in the Totals column.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                        report criteria in the Number of Dockets field.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

REPORT 05 (CONTRACTOR CAGE LISTING)

a. Click Contractor CAGE Listing and the OK button from the Query/
Report Menu screen to display Report 05.

b. Report Description: Displays a listing of all Contractors in
alphabetical order.

c. Vision Data User Prompts: None.

CONTRACTOR CAGE LISTING

Date

CAGE	CONTRACTOR	ADDRESS	CITY	ST	ZIP	CAO	ACO	BUS SIZE
SW270	AC Inc	21000 Brookpark Rd	Cleveland	OH	51745	DCMAO-BOSTON	ADE	L
7G414	Aerosonic Corp	2374 Buford HWY	Rock Island	IL	30136	DCMAO-CLEVELAND	BGX	L
1HT54	ADA Medical	P.O. Box 16011	Ft. Lauderdale	FL	33310	DCMAO-PHILA	BBE	L
18350	ALFAB Inc	Route 3, Box 590	Lake City	FL	32055	DCMAO-NEW YORK	BFU	S
1Z669	AEL Defense	Proc/Prod Dir	Warren	MI	48090	DCMAO-HARTFORD	7CC	S
64580	USA MIS/COM	204 Graham Hope	Haw River	NC	27501	DCMAO-SYRACUSE	ECB	L
17029	DPSC	2800 S. 20th Street	Philadelphia	PA	19101	DCMAO-READING	ZSD	L

Organization Name

2-1218

DATE   The Date the report was generated.

CAGE   The Contractor CAGE Code.

CONTRACTOR   The Name of the Contractor associated to the CAGE
                    Code.

ADDRESS   The street address associated to the Contractor.

CITY   The city associated to the Contractor's location.

ST   The state associated to the Contractor's location.

ZIP   The ZIP code associated to the Contractor's
                    location.

CAO   The Contracting Area Office associated to
                    Contractor.

ACO   The Administrative Contracting Officer associated
                    to Contractor.

BUS SIZE   The Business Size of the Contractor.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                    position alphanumeric mandatory field.

a.   Click Docket Stratification from the Query/Report Menu screen, select Docket prompt and click the OK button to display Report 06a (Docket Stratification). The Docket Stratification is stratified by the CPIT Dollar Amount.

b.   Report Description: Docket Stratification generates a report of all dockets on-hand between the Starting and Ending dates input by a user which has a Docket Closed Date greater than the Starting date. The input format is MM/DD/YYYY.

c.   Vision Data User Prompts:

   (1) Category of Stratification: Docket or Proposal.

   (2) Starting Range Date.

   (3) Ending Range Date.

   |v \

Date

DOCKET
STRATIFICATION

FROM: 10/01/1995   TO: 12/31/1995

CPIT DOLLAR RANGE	# ON HAND	AMOUNT
0 - 5,000	13	$ 36,868.00
5,001 - 50,000	70	$1,508,665.00
50,001 - 100,000	21	$1,494,386.00
100,001 - 500,000	40	$9,560,489.00
500,001 - 1,000,000	15	$10,545,944.00
ABOVE 1,000,000	26	$606,849,699.00
TOTAL	191	$629,996,051.00

Organization Name

DATE   The Date the report was generated.

FROM   User input: Begin Date.

TO   User input: End Date.

CPIT DOLLAR RANGE   Pre-established CPIT Range:
                        Contract Price of Items Terminated is less than or
                        equal to the maximum range and the Docket
                        Established Date is greater than or equal to the
                        Starting Date and the Docket Established Date is
                        less than or equal to the End Date in the CPIT
                        Dollar Range column.

ON HAND   Number of Dockets which fall into the CPIT dollar
                        range which satisfied the report criteria.

AMOUNT   The sum of the Dockets CPIT values.

TOTAL   The total number of Dockets which satisfied the
                        report criteria and the sum of their CPIT values.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

REPORT 06B (PROPOSAL STRATIFICATION)

a. Click Docket Stratification from the Query/Report Menu screen,
select Proposal prompt and click the OK button to display Report
06b(Proposal Stratification). The Proposal Stratification is stratified
by the Proposal Amount.

b. Report Description: Generates a report of all dockets on-hand
between the Starting and Ending dates input by a user, which has a
Docket closed date greater than the starting date. When a docket has
more than one FINAL Termination Settlement Proposal that meets the
criteria for being counted, then the LATEST FINAL Termination Settlement
Proposal shall be used. The input format is MM/DD/YYYY.

c. Vision Data User Prompts:

   (1) Category of Stratification: Docket or Proposal.

   (2) Starting Range Date.

   (3) Ending Range Date.

Date

PROPOSAL
STRATIFICATION

FROM: 01-OCT-95   TO: 31-DEC-95

PROPOSAL DOLLAR RANGE	# ON HAND	AMOUNT
0 - 5,000	13	$ 36,868.00
5,001 - 50,000	70	$1,508,665.00
50,001 - 100,000	21	$1,494,386.00
100,001 - 500,000	40	$9,560,489.00
500,001 - 1,000,000	15	$10,545,944.00
ABOVE 1,000,000	26	$606,849,699.00
TOTAL	191	$629,996,051.00

Organization Name

DATE   The Date the report was generated.

FROM   User input: Begin Date.

TO   User input: End Date.

PROPOSAL DOLLAR RANGE   Pre-established Proposal Range:
                         Proposal Amount is less than or equal to the
                         maximum range and the Proposal Received Date is
                         greater than or equal to the Starting Date and
                         the Proposal Received Date is less than or equal
                         to the End Date in the Proposal Dollar Range
                         column.

ON HAND END OF QTR   Number of Dockets which fall into the CPIT
                         dollar range which satisfied the report
                         criteria.

AMOUNT   The sum of the Dockets CPIT values.

TOTAL   The total number of Dockets which satisfied the
                         report criteria and the sum of their CPIT
                         values.

ORGANIZATION NAME   This is a full name of an organization and is a
                         30-position alphanumeric mandatory field.

a. Click Dockets by Customer Settlement Status and the OK button from the Query/Report Menu screen to display Report 07.

b. Report Description: Generates a report of DoD and Non DoD Buying Activities for active dockets with an Effective Termination date.

c. Vision Data User Prompts: Customer Name or all.

DOCKETS BY CUSTOMER
SETTLEMENT STATUS CODE (SSC)

A = DOCKET ESTABLISHED	F = AUDIT REQUESTED
B = INITIAL CONFERENCE	G = KR VOUCHERING COSTS
C = PROPOSAL EXPECTED	H = AUDIT RCVD
D = INTERIM PROPOSAL RCVD	I = NEGOTIATIONS INITIATED
E = FINAL PROPOSAL RCVD	J = NEGOTIATIONS COMPLETED

K = PROPOSED SETTL TO SRB
L = MOD TO CONTRACTOR
M = UNILATERAL DETERMINATION ISSUED
N = DOCKET CLOSED

CUSTOMER: DO-ALC/CBM DIRECTORATE

DOCKET NO	AF DOCKET	CONTRACTOR	CONTRACT NO	E/C DATE	CPIT	TCO	SSC	REMARKS
F86002SA	00001222	SCI Technology Inc	F04611-83-C-0005	01/01/90	345,800	Russell	I	
A880110SA	F903NDD	Boeing Aerospace	DAAH01-88-C-0019	03/17/86	1,234,890	Cone	H	Funds Never Expire
N89098SA	F0334533	McDonnel Douglas	N60921-86-C-A009	12/23/89	8,345,877	Hustad	F	
L910383SA	F4560023	S0-Pak-Co Inc	DLA13H-91-C-0687	06/13/91	987,789	Maxwell	C	
			TOTAL CPIT		$14,657,512			

NUMBER OF DOCKETS: 4

CUSTOMER: AFCAC/PE HANSON AFB

DOCKET NO	AF DOCKET	CONTRACTOR	CONTRACT NO	T/C DATE	CPIT	TCO	SSC	REMARKS
F86002SA	00001222	SRI International	F04611-83-C-0005	01/01/90	345,800	Roberts	B	
			TOTAL CPIT		$14,657,512			

NUMBER OF DOCKETS: 1

Organization Name

Date

DATE   The Date the report was generated.

CUSTOMER   Name of the DoD or Non DoD Buying Activity.

DOCKET NO.   The list of Dockets which satisfy the Dockets by
                        Customer report criteria.

AF DOCKET   The Air Force Docket associated to the Docket.

CONTRACTOR   The Contractor associated to the Docket.

CONTRACT NO.   The Contract Number associated to the Docket.

T/C DATE   The Effective Termination Date associated to the
                        Docket.

CPIT   The Contract Price of Items Terminated value
                        associated to the Docket in the CPIT column.

TCO   The last name of the TCO associated to the Docket.

SSC   The Settlement Status Code associated to the
                        Docket.

REMARKS   Remarks associated to the Docket.

TOTAL CPIT   The sum of the CPIT values associated to the DoD or
                        Non DoD Buying Activity.

NUMBER OF DOCKETS   The number of the Dockets associated to the DoD or
                        Non DoD Buying Activity.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

   a. Click File List by_____ and the OK button from the Query/
Report Menu screen to display Report 08.

   b. Report Description: Lists information on open dockets where there
is a contract with or without a contract type.

   c. Vision Data User Prompts:

   Sort Order: CAGE Code, Contract No., SSC, and Docket Sequence No.

FILE LIST BY _____ (Excludes Closed Dockets)

CONTRACT NO	DOCKET NO	CAGE	CONTRACTOR	BUS SIZE	CPIT	T/C DATE	DAYS OLD	TCO	T/C TYPE	CONTR TYPE	SSC
F04611-83-C-0005	F860002SA	1V232	SCI Technology Inc	L	345,800	01/01/90	63	Jones	Partial	3	I
DAAH01-88-C-0019	A880110SA	28003	Boeing Aerospace	L	1,234,890	03/17/86	64	Martin	Complete	3	H
N60921-86-C-A009	N890098SA	2B123	McDonnel Douglas	S	8,345,877	12/23/89	128	Stark	Complete	1	F
DAAH01-86-C-0812	A900043WC	11234	Consolidated Indust.	L	78,789	08/27/90	114	Jones	Complete	3	M
N00104-89-G-0229	N910030SA	2N987	AT&T Technologies	L	3,664,367	11/23/91	1120	Cheseman	Partial	3	H
DLA13H-91-C-0687	L910383SA	1P789	S0-Pak-Co Inc	S	987,789	06/13/91	40	Bildner	Partial	3	C
TOTAL CPIT					**$14,657,512**						

Date

NUMBER OF DOCKETS: 6

AVERAGE DAYS OLD:

Organization Name

DATE	The date the report was generated.
CONTRACT NO.	The Contract Number associated to the Docket.
DOCKET NO.	The Dockets associated with the CAGE Codes in the Docket No. column.
CAGE CODE	The list of CAGE Codes which satisfied the report criteria.
CONTRACTOR	The name of the Contractor associated to the CAGE Code.
BUS SIZE	The Business Size associated to the CAGE Code.
CPIT	The Contract Price of Items Terminated value associated to the Docket.
T/C DATE	The Effective Termination Date associated to the Docket.
DAYS OLD	The Date of Report – the Effective Termination Date associated to the Docket.
TCO	The last name of the Termination Contracting Officer associated to the Docket.
T/C TYPE	The Termination Type associated to the Docket.
CONTR TYPE	The Contract Type associated to the Docket in the Contr Type column.
SSC	The Settlement Status Code associated to the Docket.
TOTAL CPIT	The sum of the CPIT values associated to the DoD or Non-DoD Buying Activity in the Total CPIT column.
NUMBER OF DOCKETS	The number of Dockets which satisfied the report criteria.
AVERAGE DAYS OLD	The Sum (Report Date – T/C Date)/NUMBER OF DOCKETS.
ORGANIZATION NAME	This is a full name of an organization and is a 30-position alphanumeric mandatory field.

REPORT 09 (FUNDS RELEASE ANALYSIS)

a. Click Funds Release Analysis and the OK button from the Query/
Report Menu screen to display Report 09.

b. Report Description: Generates a report of all open dockets with
an Effective Termination Date, Termination Notice Received Date
and a Release of Funds Date.

c. Vision Data User Prompts: None.

FUNDS RELEASE ANALYSIS

(Excludes Closed Dockets)

DOCKET NO	CONTRACT NO	TERMN TYPE	TERMN DATE	NTC RCVD DATE	INIT REF DATE	DAYS LAPSED	CPPT	PROP AMT	EQ ADJ AMT	UCC AMT	FUNDS RELS'D	BAL OF FUNDS	TCO
F860002SA	F09603-91-G-0011	Complete	03/01/90	03/01/90	03/30/90	29	23,000	125,000	3,000	43,000	0	4,345	Swinton
A880110SA	F34601-90-C-08877	Complete	05/23/92	05/23/92	05/23/92	0	343,333	34,678	53,333	503,002	9,898	23,247	Gaines
N890098SA	N00104-88-C-4530	Complete	06/23/90	06/05/90	06/25/90	20	23,900	73,000	23,900	3,967	14,800	2,289	Miller
A900043WC	N00383-88-C-7025	Partial	01/01/92	01/01/92	01/15/92	14	123,009	23,229	6,009	56,509	3,200	56,035	Nissen
N910030SA	F42620-91-M-0127	Complete	08/25/93	08/25/93	08/25/93	0	56,788	6,782	8,795	9,095	0	3,550	Person
L910383SA	N00104-89-G-0382	Complete	11/14/92	11/23/92	11/28/92	5	1,450	10,450	1,570	49,110	7,599	2,998	Erjavec
					TOTAL		$571,480	$273,139	$96,607	$664,683	$35,497	$92,464	

NUMBER OF DOCKETS: 6

AVERAGE DAYS BETWEEN NOTICE RCVD DATE AND INITIAL REF DATE: 11.3

AVERAGE DAYS BETWEEN TERMN DATE AND INITIAL REF DATE:

Organization Name

Date

2-1228

DATE	The Current date (system generated).
DOCKET NO.	The list of Dockets which satisfied the report criteria.
CONTRACT NO	The Contract Number associated to the Docket.
TERMN TYPE	The Termination Type associated to the Docket.
TERMN DATE	The Effective Termination Date associated to the Docket.
NTC RCVD DATE	The Termination Notice Received Date associated to the Docket.
INIT REF DATE	The Initial Release of Funds Date associated to the Docket.
DAYS LAPSED	The number of days between the Effective Termination Date and the Release of Funds Date.
CPIT	The Contract Price of Items Terminated value associated to the Docket.
PROP AMT	The most recent Proposal Amount associated to the Docket.
EQ ADJ AMT	The most recent Equitable Adjustment Amount associated to the Docket.
UCC AMT	The most recent Unsettled Contract Change Amount associated to the Docket.
FUND RELS'D	The sum of the Funds Released associated to the Docket.
BAL OF FUNDS	CPIT - (PROP AMT + EQ ADJ AMT + UCC AMT + FUNDS RELS'D)
TCO	The last name of the TCO associated to the Docket.
TOTALS	The sum of the CPIT, Proposal amount, Equitable Adjustment amount, Unsettled Contract Change amount, Funds Released amount, and Balance of Funds amount associated to the Dockets which satisfied the report criteria.
NUMBER OF DOCKETS	The total number of Dockets which satisfied the report criteria.
AVERAGE DAYS BETWEEN NOTICE RCVD DATE AND INITIAL REF DATE	The average days between the Notice Rcvd Date and the Initial Ref Date.

AVERAGE DAYS   The average days between the Termination and the
BETWEEN TERMN   Initial Ref Date.
DATE AND INITIAL
REF DATE

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

a. Click List by Service and the OK button from the Query/Report Menu screen to display Report 10.

b. Report Description: Generates a report which lists the number of open dockets by Service Designator Code.

c. Vision Data User Prompts: None.

Date

List by Service

Service Designator	Service Name	# of Dockets	TOTAL CPIT
A	Army	900	$50,000,000
F	Air Force	1627	$2500,000
H	Other DoD Activity	1500	$500,000
L	Defense Logistics Agency	700	$40,000
M	Marine Corps		
N	Navy		
O	Non DoD Activity		
S	NASA		
Z	Coast Guard		
	Totals:	4,727	$53,040,000.00

Organization Name

DATE   The Date the report was generated.

SERVICE DESIGNATOR   The Service Designator Code.

SERVICE NAME   The description associated to the Service
                       Designator Code.

OF DOCKETS   The total number of open Dockets associated to the
                       Service Designator Code.

TOTAL CPIT   The sum of the CPIT of the open Dockets associated
                       to the Service Designator Code.

TOTALS   The sum of all the TOTAL CPITs.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                       position alphanumeric mandatory field.

REPORT 11 (NO RELEASE OF FUNDS NEGOTIATION)

a. Click No Release of Funds Negotiation and the OK button from the Query/Report Menu screen to display Report 11.

b. Report Description: Generates a report of open dockets with an Effective Termination Date and Termination Notice Received Date without a Release of Funds Date or Request Additional Funds Date.

c. Vision Data User Prompts: None.

FUNDS RELEASE ANALYSIS   (NO RELEASE)

DOCKET NO	CONTRACT NO	TERMN TYPE	TERMN DATE	NTC RCVD DATE	CPIT	PROP AMT	EQ ADJ AMT	UCC AMT	BAL OF FUNDS	TCO
F940218NM	F41608-91-D-1023 0001	Partial	03/02/94	03/07/94	$17,760.00	$0.00	$0.00	$0.00	$17,760.00	Nolan
N940271NM	N0383-88-G-M201 0143	Complete	02/25/94	04/14/94	$62,506.00	$0.00	$0.00	$0.00	$62,506.00	Harriman
N950027NM	N00104-94-C-LA39	Complete	10/31/94	11/02/94	$34,011.00	$0.00	$0.00	$0.00	$34,011.00	Nolan
N950049NM	DAAH01-91-G-0011 0093	Complete	04/11/94	12/06/94	$16,135.00	$0.00	$0.00	$0.00	$16,135.00	Peachey
N950056NM	N0383-94-C-U035	Partial	11/16/94	12/16/94	$16,332.00	$0.00	$0.00	$0.00	$16,332.00	Laplante
N950057NM	N00383-94-C-044P	Complete	05/17/94	12/08/94	$194,019.00	$0.00	$0.00	$0.00	$194,019.00	Harriman
				TOTAL	$340,763.00	$0.00	$0.00	$0.00	$340,763.00	

NUMBER OF DOCKETS: 6

Organization Name

Date

2-1232

DATE   The current date (system generated).

DOCKET NO.   The list of Dockets which satisfied the report
                      criteria.

CONTRACT NO   The Contract Number associated to the Docket.

TERMN TYPE   The Termination Type associated to the Docket.

TERMN DATE   The Effective Termination Date associated to the
                      Docket.

NTC RCVD DATE   The Termination Notice Received Date associated to
                      the Docket.

CPIT   The Contract Price of Items value associated to the
                      Docket.

PROP AMT   The most recent Proposal Amount associated to the
                      Docket.

EQ ADJ AMT   The most recent Equitable Adjustment Amount
                      associated to the Docket.

UCC AMT   The most recent Unsettled Contract Change Amount,
                      associated to the Docket.

FUND RELS'D   The sum of the Funds Released associated to the
                      Docket.

BAL OF FUNDS   CPIT - (PROP AMT + EQ ADJ AMT + UCC AMT)

TCO   The last name of the TCO associated to the Docket.

TOTAL   The sum of the CPIT, Proposal amount, Equitable
                      Adjustment amount, Unsettled Contract Change amount
                      and Balance of Funds amount associated to the
                      Dockets which satisfied the report criteria.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                      report criteria.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                      position alphanumeric mandatory field.

REPORT 12 (OVERAGE DOCKET REPORT)

a. Click Overage Dockets and the OK button from the Query/Report Menu screen to display Report 12.

b. Report Description: Generates a report to display all open Dockets that do not have a settlement status code of M and the System Date subtracted from the Notice Received Date is greater than 730.

c. Vision Data User Prompts:

Sort Order: Docket No., Contract No., CAGE, and TCO.

OVERAGE DOCKET REPORT

DOCKET NO	CAGE	CONTRACT NO	CPFT	T/C DATE	NTC RCVD DATE	DCKT AGE	OVR AGE REAS CD	PROP RCVD	PROP AGE	PROP AMT	TCO
F940218NM	7W356	F41608-91-D-1023 0001	$17,760.00	05/15/1990	05/21/1990	2306	B	01/04/1993	1347	$7,304,460.00	John Doe
N940271NM	6B293	N0383-88-G-M201 0143	$62,506.00	12/11/1990	12/13/1990	210	D	05/12/1995	489	$106,689.00	Jane Smith
N950027NM	02873	N00104-94-C-LA39	$34,011.00	05/07/1991	06/24/1991	1907	A	05/26/1992	1570	$44,798.00	Bob Johns
N950049NM	1W982	DAAH01-91-G-0011 0093	$16,135.00	11/06/1985	01/08/1992	1709	F	07/22/1993	1148	$2,164,123.00	Tom Smith
N950056NM	07482	N00383-94-C-U035	$16,332.00	01/21/1992	04/28/1992	1598	E	03/18/1993	1274	$287,856.00	Dale Johns
N950057NM	OCDN3	N00383-94-C-044P	$194,019.00	05/07/1992	05/27/1992	1569	H	10/29/1992	1414	$112,668.00	Bob Barker
		TOTAL	$601,328,059.00							$96,957,560.33	

NUMBER OF DOCKETS: 67

Organization Name

Date

DATE   The date the report was generated.

DOCKET NO.   The list of Dockets which satisfied the report
                        criteria.

CAGE   The Contractor CAGE Code associated to the Docket.

CONTRACT NO   The Contract Number associated to the Docket.

CPIT   The Contract Price of Items amount associated to
                        the Docket.

T/C DATE   The Effective Termination Date associated to the
                        Docket.

NTC RCVD DATE   The Termination Notice Received Date associated to
                        the Docket.

DCKT AGE   The current system date – the most recent
                        Termination Notice Received Date.

OVRAGE REAS CD   The Overage Reason Code associated to the Docket in
                        the Overage Reas Cd column.

PROP RCVD   The most recent Proposal Received Date associated
                        to the Docket.

PROP AGE   The current system date – the most recent
                        Settlement Proposal Received Date.

PROP AMT   The most recent Proposal Received Amount associated
                        to the Docket.

TCO   The name of the TCO associated to the Docket.

TOTAL   The sum of the CPIT and Proposal Amounts.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                        report criteria.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                        position alphanumeric mandatory field.

REPORT 13 (PCO CUSTOMER CODE LIST)

a. Click PCO Customer Code List and the OK button from the Query/
Report Menu screen to display Report 13.

b. Report Description: Generates all DoD and Non-DoD Buying
Activities in organizational ID order.

c. Vision Data User Prompts: None.

Date

PCO CUSTOMER CODE LIST

NAME	ADDRESS	CITY	ST	ZIP	DoDAAC
NASA Lewis	21000 Brookpark Rd	Cleveland	OH	51745	DAAA09
USA AMCCOM	2374 Buford HWY	Rock Island	IL	30136	DAAA09
US ARMY	AMCCOM, Hdqtrs	Aberdeen Prv	MD	21010	DAAA15
USA ECEOM	Proc Dir	Fort Monmouth	NU	07703	DAAB07
USA Tank/Auto	Proc/Prod Dir	Warren	MI	48090	DAAE07
USA MIS/COM	AMSMI-PC	Redstone Arsenal	AL	35809	DAAH01
DPSC	2800 S. 20th Street	Philadelphia	PA	19101	DLAH09

S1

Organization Name

DATE   The date the report was generated.

NAME   The list of PCO Customer names which satisfied the
                     report criteria.

ADDRESS   The street address associated to the PCO name.

CITY   The city associated to the PCO name.

ST   The state associated to the PCO name.

ZIP   The ZIP code associated to the PCO name.

DoDAAC   The DoDAAC associated to the PCO name.

ORGANIZATION NAME   This is a full name of an organization and is a 30-
                     position alphanumeric mandatory field.

REPORT 14 (POTENTIAL UNILATERAL DETERMINATION FOR TIME)

   a. Click Potential Unilateral Determination for Time and the OK
button from the Query/Report Menu screen to display Report 14.

   b. Report Description: Generates a report of all open dockets which
have an Effective Termination Date older than the number of days old
input by the user, and no Settlement Proposal Received date entered.
Also these dockets shall not have an Extension Due Date entered or the
Extension Due Date shall be expired. The input format is MM/DD/YYYY.

   c. Vision Data User Prompts: Number of days.

Date

POTENTIAL UNILATERAL DETERMINATION FOR TIME

SORT ORDER: Docket Sequence No   **DAYS OLD**: 30

DOCKET NO	CONTRACTOR	CONTRACT NO	T/C DATE	TCO	CONTR TYPE
A94001WC	McDonnell Douglas	F09603-91-G-0011	02/22/94	Alan Maher	Firm Fixed Price
F910363SA	ABA Industries	F34601-90-C-0877	05/11/91	Jimmy Johnson	Cost Type
L920095SA	ADA Medical & Hosp	N00104-88-C-4530	09/27/92	Mark Bildner	Firm Fixed Price
N900067SA	Airfoil Textron Inc	N00383-88-C-7025	03/16/90	Jerry Brown	Firm Fixed Price
F920291SA	Aerosonic Corp	F42620-91-M-0127	07/15/92	Chip Block	Cost Plus Fee
N910084SA	AT&T Technologies Inc	N00104-89-G-0382	01/01/91	Felicia Weber	Cost Plus Incentive

Organization Name

DATE   The Current date(system generated).

SORT ORDER   User input: Sort Order.

DAYS OLD   User input: Number of Days.

DOCKET NO.   The list of Dockets which satisfies the Potential
                     Unilateral Determination for Time report criteria.

CONTRACTOR   The name of the Contractor associated to the
                     Docket.

CONTRACT NO.   The Contract Number associated to the Docket.

T/C DATE   The Effective Termination Date associated to the
                     Docket.

TCO   The last name of the TCO associated to the Docket.

CONTR TYPE   The Contract Type associated to the contract
                     number.

ORGANIZATION   This is a full name of an organization and is a 30-
                     position alphanumeric mandatory field.

REPORT 15 (REPORT OF TRANSACTIONS)

a. Click Report of Transactions and the OK button from the Query/ Report Menu screen to display Report 15.

b. Description: Computes counts, averages, and totals of dockets, based on events dates and the relationship to the user's starting and ending dates, which is input by the user. The input format is MM/DD/YYYY.

c. Vision Data User Prompts:

(1) Starting Range Date.

(2) Ending Range Date.

Date

REPORT OF TRANSACTIONS
FROM: TO:

TERMINATION SETTLEMENT TRANSACTIONS:		NUMBER	CPIT
Dockets On-Hand at Beginning of Quarter		####	###############
Dockets Established During Quarter		####	###############
	TOTAL	####	###############
Dockets Closed During Quarter		####	###############
Dockets On-Hand at End of Quarter		####	###############

AVERAGE DAYS FOR INITIAL REF	TOTAL INITIAL AMOUNT RELEASED	TOTAL AMOUNT RELEASED
#####	############	###############

FINAL PROPOSALS:		NUMBER	PROPOSAL AMOUNT
On-Hand Beginning of Quarter		#####	###############
Received During Quarter		#####	###############
	TOTAL	#####	###############
Closed During Quarter		#####	###############
On-Hand at End of Quarter		#####	###############

OVERAGE DOCKETS		NUMBER	PROPOSAL AMOUNT
On-Hand at Beginning of Quarter		#####	###############
Became Overage During Quarter		#####	###############
	TOTAL	#####	###############
Closed During Quarter		#####	###############
On-Hand at End of Quarter		0	
Percentage Overage		0.00%	

PLEASE ENTER PERSONNEL LEVELS BELOW: NUMBER

Termination Contracting Officers: [   ]

Unwarranted Contract Termination Specialists: [   ]

Clerical/Mgt Assistant Personnel: [   ]

TSO Supervisor: [   ]

Organization Name

DATE	The Date the report was generated.	
FROM	User Input: Starting Range Date.	
TO	User Input: Ending Range Date.	
ORGANIZATION NAME	This is a full name of an organization and is a 30-position alphanumeric mandatory field.	

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
Dockets On-Hand at Beginning of Quarter	Number of Dockets on-hand prior to the FROM date. The Dockets On-hand if the Docket Closed date is blank or if the Closed Date is greater than or equal to the FROM date.	The sum of the CPIT values for the dockets on-hand at the beginning of the Quarter.
Dockets Established During Quarter	The number of dockets opened or transferred in anytime during the FROM/TO report period regardless of status.	The sum of the CPIT values for the dockets established during the Quarter.
TOTAL	The sum of the Dockets On-Hand at the Beginning of Quarter and Dockets Established During the Quarter.	The sum of the CPIT values for dockets On-Hand at the Beginning of Quarter and Dockets Established During the Quarter.
Dockets Closed During Quarter	The number of dockets closed or transferred out anytime during the FROM/TO report period. (A docket is closed if the Docket closed date is filled. A docket is Transferred out if the Transferred out date is filled and the Transferred In date is blank).	The sum of the CPIT values for the closed Dockets during the Quarter in CPIT column.
Dockets On-Hand at End of Quarter	Total (Terminations Settlement Transactions: Dockets On-Hand at the Beginning of Quarter and Dockets Established During the Quarter) - Dockets Closed During Quarter in the Dockets On-Hand at End of Quarter (in Number Column).	Total (Terminations Settlement Transactions: Dockets On-Hand at the Beginning of Quarter and Dockets Established During the Quarter) - Dockets Closed During Quarter in CPIT column.

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
Average Days for Initial REF	For those dockets which have an initial REF date in the FROM/TO report period (regardless of the Docket established date), calculate the average elapsed time from the Initial Release of Funds Date minus the Termination Notice Received Date. NOTE: (The Initial Release of Funds Date is the first TCO Release/ Deob Date entered on the Funds Information Screen.)	
Total Initial Amount Released	The Sum of the funds released for the Dockets selected in Average Days for Initial REF. NOTE: Only the Initial REF entry for each docket will be included.	
Total Amount Released	For those dockets which have any REF date in the FROM/TO report period, include the sum of all funds released and initial release amounts.	

<div align="center">FINAL PROPOSALS</div>

On-Hand Beginning of Quarter	Number of Dockets that were on-hand at the beginning of the report period that have a FINAL Termination Settlement Proposal with a Proposal Received Date prior to the FROM date the user specified. NOTE 1: We only want to count a max of one proposal per Docket even if multiple Final Termination Settlement Proposals have been received.	The sum of the FINAL Termination Settlement Proposals selected for the on-hand count at left. NOTE: If a docket has more than one FINAL Termination Settlement Proposal that met the criteria for being counted, then only use the latest FINAL Termination Settlement Proposal in the sum calculation.

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
	NOTE 2: Since multiple proposals can be entered per docket, if any were on-hand prior to the date, then count 1.	
Received During Quarter	Counts Dockets that have a FINAL Termination Settlement Proposal received during the period specified by the user. If there were multiple FINAL Termination Settlement Proposals date received, then only take a count of one if all proposals were received after the From date specified by the user. If any of the Final Termination Settlement Proposals received had receive dates prior to the Form/To date, then the Docket will not be counted.	The sum of the FINAL Termination Settlement Proposal amounts for the FINAL Termination Settlement Proposal selected for the received count at left. When a Docket has more than one FINAL Termination Settlement proposal that met the criteria for being counted, then only use the latest FINAL Termination Settlement Proposal in the sum calculation.
TOTAL	Final Proposals: On-Hand Beginning of Quarter + Received During Quarter.	On-Hand Beginning of Quarter + Received During Quarter.
Closed During Quarter	Count all Dockets Closed during the report period that had a FINAL Termination Settlement Proposal.	The sum of the FINAL Termination Settlement Proposal amounts for the FINAL Termination Settlement Proposal selected for the closed count at left. When a Docket has more than one FINAL Termination Settlement proposal that met the criteria for being counted, then only use the latest FINAL Termination Settlement Proposal in the sum calculation.

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
On-Hand at End of Quarter	TOTAL (Final Proposals: On-Hand Beginning of Quarter + Received During Quarter) - Closed During Quarter	TOTAL (Final Proposals: On-Hand Beginning of Quarter + Received During Quarter) - Closed During Quarter

<div align="center">OVERAGE DOCKETS</div>

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
On-Hand at Beginning of Quarter	For the Dockets included in Line 1 above (Termination Settlement Transactions: Dockets On-Hand at Beginning of Quarter - count), count all Dockets for which either: A Termination Effective Date > 730 Days. (Age dates are based on the beginning of the report period date. For example: Prior to the FROM report period the Termination Effective Date > 730 days.)	The sum of the Terminations Settlement P Proposal Amounts for the Dockets counted in the column to the left (Overage Dockets on-hand at beginning of quarter). When a Docket has more than one Termination Settlement Proposal that met the criteria for being counted, then only use the latest Termination Settlement Proposal in the sum calculation.
Became Overage During Quarter	For all Dockets On-Hand at the beginning of the report period that were not overage. Count all that went overage during the period.	The sum of the Terminations Settlement Proposal Amounts for the Dockets counted in the column to the left (Dockets that became overage during the period). When a Docket has more than one Termination Settlement Proposal that met the criteria for being counted, then only use the latest Termination Settlement Proposal in the sum calculation.
TOTAL	Overage Dockets: On-Hand at beginning of Quarter + Became Overage During the Quarter.	Overage Dockets: On-Hand at beginning of Quarter + Became Overage During the Quarter.

TERMINATION SETTLEMENT TRANSACTIONS	NUMBER	CPIT
Closed During Quarter	Of the Overage Dockets which were on-hand at the beginning of the report period or became overage during the report period, the count of those Dockets that closed during the report period.	The Sum of the Terminations Settlement Proposal Amounts for the Dockets counted in the column to the left (Overage dockets Closed during the quarter). When a docket has more than one Termination Settlement Proposal that met the criteria for being counted, then only use the latest Termination Settlement Proposal in the sum.
On-Hand at End of Quarter	TOTAL(Overage Dockets: On-Hand at beginning of Quarter + Became Overage During the Quarter) – Overage Dockets: Closed During Quarter.	TOTAL (Overage Dockets: On-Hand at beginning of Quarter + Became Overage During the Quarter) – Overage Dockets: Closed During Quarter.
Percentage Overage	(On-Hand at End of Quarter/ Dockets On-Hand at End of Quarter) * 100.	

PERSONNEL LEVELS	NUMBER
Termination Contracting Officer(s)	Will be left blank for user input.
Unwarranted Contract Termination Specialist(s):	Will be left blank for user input.
Clerical/Mgt. Assistant Personnel:	Will be left blank for user input.
TSO Supervisor(s):	Will be left blank for user input.

Organization Name

REPORT 16 (SUBCONTRACT SETTLEMENT DETAIL)

a. Click Subcontract Settlement Detail and the OK button from the Query/Report Menu screen to display Report 16.

b. Report Description: Displays the detailed information relating to Proposed Subcontract Settlement Submitted and/or Proposed Subcon-tract Settlement Approved for a specific Docket.

c. Vision Data User Prompts: Docket Number.

SUBCONTRACT SETTLEMENT DETAIL

DOCKET NO: A94001WC **PRIME CONTRACTOR:** McDonnell Douglas Date

SUBCONTRACTOR NAME	CPT	PROPOSAL SUBMITTED DATE	PROPOSAL SUBMITTED AMOUNT	PROPOSAL APPROVED DATE	PROPOSAL APPROVED AMOUNT	TCO/KTR APPROVED
SCI Technology Inc	57,000	11/23/90	43,390	01/23/91	43,390	K
Vickers Inc	2,899	02/17/90	1,000	12/17/91	1,000	K
Bell Avon, Inc	67,000	07/23/90	55,000	11/23/91	55,000	T
GEC Avionics Inc	9,900	11/30/89	7,453	01/30/90	7,453	K
Pratt & Whitney GEB	1,888	12/13/89	1,222	12/13/90	1,222	T
So-Pak-Co. Inc	56,300	10/28/89	3,908	05/18/92	3,908	T
TOTALS	**$194,987**	**6**	**$111,973**	**6**	**$111,973**	

DATE OF REPORT   The date the report was generated.

DOCKET NO.   The Docket associated to the Proposed Subcon-
                          tract Settlement Submitted and/or the Proposed
                          Subcontract Settlement Approved.

PRIME CONTRACTOR   The name of the Prime Contractor associated to
                          the Docket entered.

SUBCONTRACTOR NAME   The name of the Subcontractor which satisfied
                          the report criteria for the Docket entered.

CPIT   The Contract Price of Items Terminated asso-
                          ciated to the Docket.

PROPOSAL SUBMITTED   The Proposal Submitted Date associated to the
DATE   Subcontractor Name.

PROPOSAL SUBMITTED   The Proposal Submitted Amount associated to the
AMOUNT   Proposal Submitted Date.

PROPOSAL APPROVED   The Proposal Approved Date associated to the
DATE   Subcontractor Name.

PROPOSAL APPROVED   The Proposal Approved Amount associated to the
AMOUNT   Proposal Approved Date.

TCO/KTR APPROVED   The TCO/KTR Approved associated to the Proposal
                          Submitted Date.

TOTALS   The sum of the CPIT, Proposal Submitted Dates,
                          the sum of the Proposal Submitted Amounts, the
                          sum of the Proposal Approved Dates, and the sum
                          of the Proposal Approved Amounts.

REPORT 17 (SUBCONTRACT SETTLEMENT SUMMARY)

a. Click Subcontract Settlement Summary and the OK button from the Query/Report Menu screen to display Report 17.

b. Report Description: Displays all the Audit Proposed Settlement Dockets for Proposed Subcontract Settlement Submitted and/or Proposed Subcontract Settlement Approved dates and amounts.

c. Vision Data User Prompts: None.

SUBCONTRACT SETTLEMENT SUMMARY

DOCKET NO	CONTRACTOR	# SUBKR SETTL SUBMTD	AMT SUBKR SETTL SUBMTD	# SUBKR SETTL APPROVED	AMT SUBKR SETTL APPROVED
A94001WC	McDonnell Douglas	12	348,789,390	5	789,390
F910363SA	ABA Industries	24	23,050,000	12	230,000
L920095SA	ADA Medical & Hosp	56	784,890,000	30	90,000
N900067SA	Airfoil Textron Inc	0	1,098,000,453	0	200,453
F920291SA	Aerosonic Corp	10	458,921,222	8	1,222
N910084SA	AT&T Technologies Inc	56	789,908	22	9,908
TOTALS		158	$2,714,440,973	77	$1,320,973

Date

NUMBER OF DOCKETS: 6

Organization Name

DATE   The date the report was generated.

DOCKET NO   The list of Dockets which satisfied the report
                         criteria.

CONTRACTOR   The name of the Contractor associated to the
                         Docket.

SUBKR SETTL SUBMTD   The number of Subcontract Settlements Submitted
                         associated to the Docket.

AMT SUBK SETTL SUBMTD   The amount of the Subcontract Settlements
                         Submitted associated to the Docket.

SUBKR SETTL   The number of Subcontract Settlements Submitted
APPROVED   and Approved associated to the Docket.

AMT SUBKTR SETTL   The amount of the Subcontract Settlements
APPROVED   Submitted and Approved associated to the
                         Docket.

TOTALS   The sum of the Number of Subcontractor
                         Settlement Submitted, the sum of the amount of
                         the Subcontractor Settlements Submitted, the
                         sum of the Subcontractor Settlements and
                         Approved, and the sum of the amount of the
                         Subcontractor Settlements Submitted and
                         Approved.

NUMBER OF DOCKETS   The total number of Dockets which satisfied the
                         Subcontract Settlement Summary report criteria.

ORGANIZATION NAME   This is a full name of an organization and is a
                         30-position alphanumeric mandatory field.

REPORT 18 (T/C BUSINESS STATS)

a. Click T/C Business Statistics and the OK button from the Query/
Report Menu screen to display Report 17.

b. Report Description: Generates a report of all Dockets closed with
the Start Close Date and End Close Date entered by the user. The input
format is MM/DD/YYYY.

c. Vision Data User Prompts:

(1) Starting Range Date.

(2) Ending Range Date.

(3) Sort Order: None.

Date

T/C BUSINESS STATS

FROM: TO:

	# OF DOCKETS	CPIT
DOCKETS OPENED	###	$ ##,###,###,###
DOCKETS CLOSED	###	$ ##,###,###,###
DOCKETS ON-HAND	###	$ ##,###,###,###

	# OF DOCKETS	REF AMOUNT
RELEASE OF FUNDS	###	$ ##,###,###,###

	# OF PROPOSALS	PROPOSAL AMOUNT
SUBKTR STLMNTS SUBMITTED ON-HAND	###	$ ##,###,###,###
SUBKTR STLMNTS APPROVED ON-HAND	###	$ ##,###,###,###

	# OF DOCKETS	CPIT
POTENTIAL UDs FOR TIME	###	$ ##,###,###,###

	# OF DOCKETS	PROPOSAL AMOUNT
OVERAGE DOCKETS	0	$ ##,###,###,###
' PERCENT OF OVERAGE DOCKETS ON-HAND	0%	

CYCLE TIME STATS	AVERAGE
DOCKET OPENING	####
INITIAL RELEASE OF FUNDS	####
PLANT CLEARANCE CYCLE TIME	####
PROPOSAL CYCLE TIME	####
T/C CYCLE TIME	####
DOCKET CYCLE TIME	####

RETURN ON INVESTMENT	SUM
COST SAVINGS	$ ##,###,###,###

Organization Name

DATE   The Date the report was generated.

FROM   User Input: Starting Range Date.

TO   User Input: Ending Range Date.

ORGANIZATION NAME   This is a full name of an organization and is a
                        30-position alphanumeric mandatory field.

                        # OF DOCKETS   CPIT

DOCKETS OPENED   Number of Dockets opened   Sum of the CPIT values
                        or transferred anytime   for the opened
                        during the FROM/TO report   Dockets.
                        period.

DOCKETS CLOSED   Number of Dockets closed   Sum of the CPIT values
                        or transferred out anytime   for the closed
                        during the FROM/TO report   Dockets.
                        period specified by the
                        user regardless of status
                        A Docket is closed if the
                        Docket Closed Date is
                        filled. A Docket is
                        transferred out if the
                        Transferred Out Date is
                        filled and the Trans-
                        ferred In date is blank
                        or the Transfer In Date
                        is earlier than the
                        Transfer Out Date.

DOCKETS ON-HAND   Count of all Open Dockets   Sum of the CPIT values
                        as of the end of the report   for the On-hand
                        period specified by the   Dockets.
                        user.

                        # OF DOCKETS   REF AMOUNT

RELEASE OF FUNDS   Number of Dockets which   Sum of the Release of
                        have a Release of Funds   Funds amounts.
                        occurrence with a Release
                        of Funds Date within the
                        FROM/TO report period.
                        NOTE: A Docket may produce
                        a count greater than 1 if
                        it has multiple Fund
                        Release within the FROM/
                        TO report period.

                        # OF PROPOSALS   PROPOSAL AMOUNT

SUBKTR STLMNTS   For On-Hand Dockets the   Sum of the Subcon-
SUBMITTED   number of Subcontractor   tractor Proposal
ON-HAND   Proposals Submitted.   Submitted amounts.

2-1249

	# OF PROPOSALS	PROPOSAL AMOUNT
SUBKTR STLMNTS APPROVED ON-HAND	For On-Hand Dockets the number of Subcontractor Proposals Approved.	Sum of the Subcontractor Proposal Approved amounts.

	# OF DOCKETS	CPIT
POTENTIAL UDs FOR TIME	For On-Hand Dockets, Counts 1 for each docket which meet the following criteria: The Effective Termination date is older than 365 Days from TO report period AND there is no Settlement Proposal Received Date entered. Also these dockets shall not have an Extension Due Date entered or the Extension Due Date shall be expired.	Sum of the CPIT for Potential UDs for Time Dockets.

	# OF PROPOSALS	PROPOSAL AMOUNT
OVERAGE DOCKETS	Number of Dockets refers to the count of all open dockets where the system date subtracted from the Termination Effective Date is greater than 730.	Sum of the Terminations Settlement Proposal Amounts for Overage Dockets.
PERCENT OF OVERAGE DOCUMENTS	Overage Dockets/On-Hand Dockets.	

CYCLE TIME STATISTICS	AVERAGE
DOCKET OPENING	Average Time elapsed between Docket Established Date and Termination Notice Received Date for all Opened Dockets.
INITIAL RELEASE OF FUNDS	Average elapsed time from the Initial Release of Funds Date - Termination Notice Received Date for all Dockets with an initial REF Date in the FROM/TO report period.

CYCLE TIME STATISTICS	AVERAGE
PLANT CLEARANCE CYCLE TIME	Average days elapsed between Plant Clearance Report Received Date and Plant Clearance Report Request Date for all Closed Dockets. NOTE: Either Plant Clearance Date does not have to be included in FROM/TO report period.
PROPOSAL CYCLE TIME	The average days elapsed between the Docket Closed Date and the Termination Settlement Proposal Received Date for all Closed Dockets. NOTE: If a Docket has multiple Termination Settlement proposals, only the oldest will be considered in this cycle time calculation.
T/C CYCLE TIME	The average days elapsed between the Docket Closed Date and the Termination Effective Date for all Closed Dockets.
DOCKET CYCLE TIME	The average days elapsed between the Docket Closed Date and the Termination Notice Received Date for all Closed Dockets.

RETURN ON INVESTMENT	SUM
COST SAVINGS	For all Closed Dockets which were not transferred out or rescinded the sum of: (The largest submitted Termination Settlement Proposal Amount + largest submitted Equitable Adjustment Proposal Amount + largest submitted UCC Proposal Amount) - Gross Settlement Amount. NOTE: The computed Cost Savings Amount for any Docket shall not be shown as less than 0 even if it calculated to a negative.

REPORT 19 (T/C CYCLE TIME REPORT)

a. Click T/C Cycle Time Report and the OK button from the Query/ Report Menu screen to display Report 19.

b. Report Description: Generates a report of all dockets. The user input the period of the Closed Docket date.

c. The input format is MM/DD/YYYY.

d. Vision Data User Prompts:

   (1) Starting Closing Date.

   (2) Ending Closing Date.

T/C CYCLE TIME REPORT

FROM: TO:
(Closed Dockets Only)

Date

| | DOCKET ADMINISTRATION | | | | | DAYS LAPSED FROM/TO | | | | | |
DOCKET NO	T/C DATE	NTC DATE	DKT ASMNT	PROP RCVD	DKT CLOSED	T/C DATE/ NTC RCVD	NTC DATE/ DKT ASMNT	T/C DATE/ PROP RCVD	PROP RCVD/ DKT CLSD	NTC DATE/ DKT CLSD	T/C DATE/ DKT CLSD
F860002SA	01/01/90	01/01/90	01/01/90	03/12/90	03/12/90	234	123	23	456	45	345
A880110SA	03/17/86	03/17/86	05/23/92	05/23/92		0	56	31	77	78	47
N890098SA	12/23/89	12/23/89	06/23/90	06/23/90		23	0	66	0	13	89
A900043WC	08/27/90	08/27/90	01/01/92	01/01/92		35	35	4	32	35	35
N910030SA	11/23/91	11/23/91	08/25/93	08/25/93		0	555	14	555	0	550
L910383SA	06/13/91	06/13/91	11/14/92	11/14/92		550	45	49	112	550	998

NUMBER OF DOCKETS: 15

	T/C DATE/ NTC RCVD	NTC DATE/ DKT ASMNT	T/C DATE/ PROP RCVD	PROP RCVD/ DKT CLSD	NTC DATE/ DKT CLSD	T/C DATE/ DKT CLSD
MINIMUM DAYS:	0	0	0	56		
AVERAGE DAYS:	15	281	285	369	400	123
MAXIMUM DAYS:	80	330	1069	487	444	26

Organization Name

DATE	The Date the report was generated.
FROM	User input: Begin Date.
TO	User input: End Date.
DOCKET NO.	The list of Dockets which satisfied the report criteria.
T/C DATE	The Effective Termination Date associated to the Docket.
NTC DATE	The Termination Notice Received Date associated to the Docket.
DKT ASMNT	The Docket Assignment Date associated to the Docket.
PROP RCVD	The Proposal Received Date associated to the Docket.
DKT CLOSED	The Docket Closed Date associated to the Docket.
TC DATE/NTC RCVD	The number of days between the Termination Notice Received Date and the Effective Termination Date for the associated Docket.
NTC DATE/DKT ASMNT	The number of days between the Docket Assignment Date and the Termination Notice Received Date for the associated Docket.
T/C DATE/PROP RCVD	The number of days between the Proposal Received Date and the Effective Termination Date for the associated Docket.
PROP RCVD/DKT CLSD	The number of days between the Docket Closed Date and the Proposal Received Date for the associated Docket.
NTC DATE/DKT CLSD	The number of days between the Docket Closed Date and the Termination Notice Received Date for the associated Docket in the NTC Date/Dkt Clsd column.
TC DATE/DKT CLSD	The number of days between the Docket Closed Date and the Effective Termination Date for the associated Docket in the T/C Date/Dkt Clsd column.
NUMBER OF DOCKETS	The total number of Dockets which satisfied the report criteria.

```
MINIMUM DAYS:          The minimum number of days for the applicable
                       columns:

                         Avg (Days between T/C Date, Ntc Rcvd Date)
                         Avg (Days between Ntc Rcvd, Dkt Asmntc)
                         Avg (Days between T/C Date, Prop Rcvd)
                         Avg (Days between Prop Rcvd, Dkt Clsd)
                         Avg (Days between Ntc Rcvd, Dkt Clsd)
                         Avg (Days between T/C Date, Dkt Clsd)

AVERAGE DAYS           The average days for the associated columns.

MAXIMUM DAYS           The maximum number of days for the applicable
                       columns:

                         Max (Days between T/C, Ntc Rcvd)
                         Max (Days between Ntc Rcvd, Date Asmnt)
                         Max (Days between T/C Date, Prop RCVD)
                         Max (Days between Prop Rcvd, Dkt Clsd)
                         Max (Days between Ntc Rcvd, Dkt Clsd)
                         Max (Days between T/C Date, Dkt Clsd)

ORGANIZATION           This is a full name of an organization and is a
NAME                   30-position alphanumeric mandatory field.
```

REPORT 20 (TOP 10 CUSTOMER BY CPIT AMOUNT)

    a. Click Top Ten Customers by CPIT Amount and the OK button from the Query/Report Menu screen to display Report 20.

    b. Report Description: Generates a report which lists the Customers with the highest CPIT Amount of active Dockets with an Effective Termination Date.

    c. Vision Data User Prompts: None.

                            Date

TOP 10 AND RECAP LAYOUTS
(TOP 10 CUSTOMERS BY CPIT AMOUNT)

RANK	CUSTOMER	TOTAL CPIT	# OF DOCKETS
1	Warner Robins Air Logistics Center	$50,000,000	900
2	Aviation Supply Office (ASO)	$2500,000	1627
3	Ships Parts Control Center (SPCC)	$500,000	1500
4	Sacramento Air Logistics Center	$40,000	700
5			
6			
7			
8			
9			
10			

Organization Name

DATE	The Date the report was generated.
RANK	The ranking of the Customers (1-10).
CUSTOMER	The name of the Customer.
TOTAL CPIT	Sum of the CPITs for the Customer.
# OF DOCKETS	Number of Dockets associated to the Customer.
ORGANIZATION NAME	This is a full name of an organization and is a 30-position alphanumeric mandatory field.

REPORT 21 (TOP 10 CUSTOMERS BY NUMBER OF DOCKETS)

   a. Click Top Ten Customers by Number of Dockets and the OK button
from the Query/Report Menu screen to display Report 21.

   b. Report Description: Generates a report which lists the Customers
with the highest number of active Dockets with an Effective Termination
Date.

   c. Vision Data User Prompts: None.

                                                             Date

                          TOP 10 AND RECAP LAYOUTS
                    (TOP 10 CUSTOMERS BY NUMBER OF DOCKETS)

RANK	CUSTOMER	# OF DOCKETS	TOTAL CPIT
1	Aviation Supply Office (ASO)	1627	$25,000,000
2	Ships Parts Control Center (SPCC)	1500	$500,000
3	Warner Robins Air Logistics Center	900	$50,000,000
4	Sacramento Air Logistics Center	700	$40,000
5			
6			
7			
8			
9			
10			

Organization Name

DATE   The Date the report was generated.

RANK   The ranking of the Customers (1-10).

CUSTOMER   The name of the Customer.

OF DOCKETS   Number of Dockets associated to the Customer.

TOTAL CPIT   Sum of the CPITs for the Customer.

ORGANIZATION NAME   This is a full name of an organization and is a
                        30-position alphanumeric mandatory field.

APPENDIX C - MICROSOFT WORD TEMPLATE

HOW TO ALTER THE TEXT OF THE MEMORANDUM AND MODIFICATION TEMPLATES

   a. Step #1: Backup all of the original templates by copying all
files in the c:\tams\memo\masters directory to a diskette.

   b. Step #2: Open Microsoft Word by double clicking on the Microsoft
Word Icon in the Microsoft Office Group.

   c. Step #3: Select File from the Menubar.

□| **File   Edit View   Insert   Format   Tools   Table   Window   Help**

---

   d. Step #4: Select Open from the drop-down menu. The Open pop-up
box will be displayed.
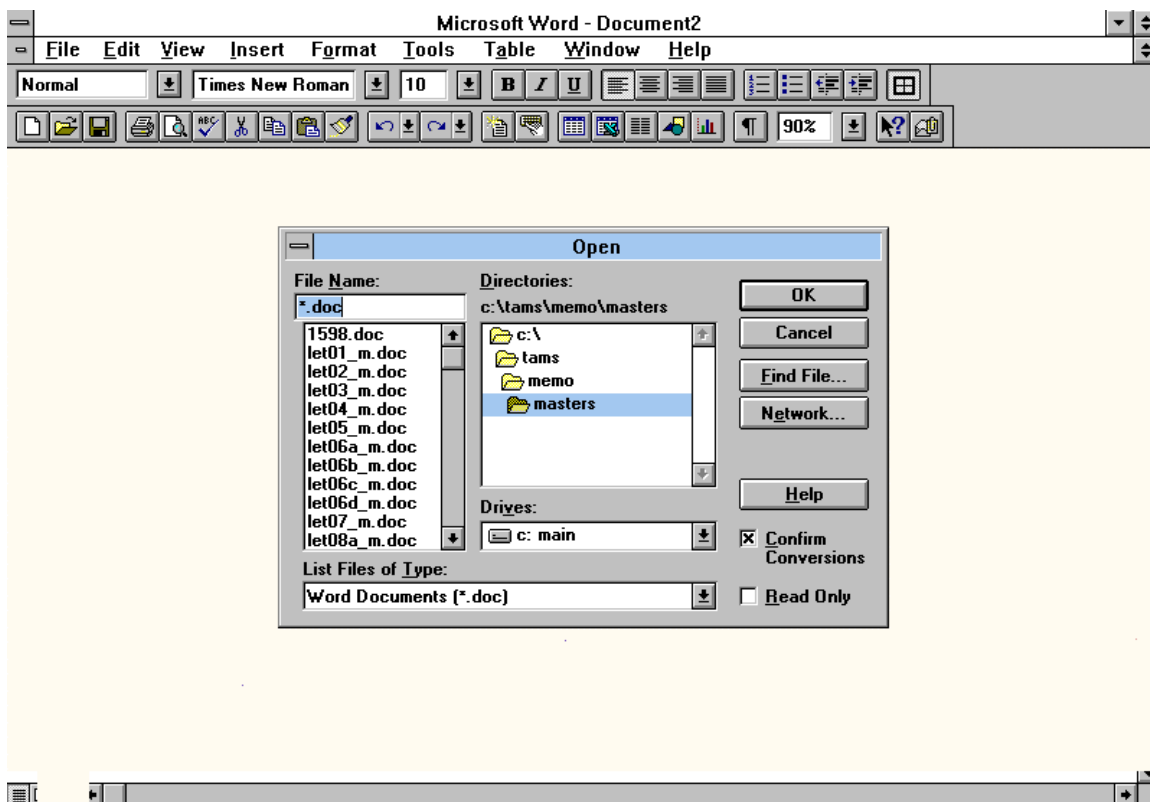
e. Step #5: Select c:\tams\memo\masters by double clicking the file
folder to the left of the desired directory.
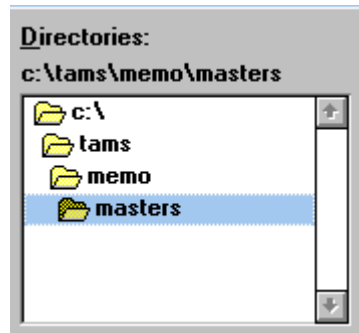
f. Step #6: Select the file you wish to edit. (Note: See the
cross-reference in Table TMP1 to identify the document you wish to
edit).
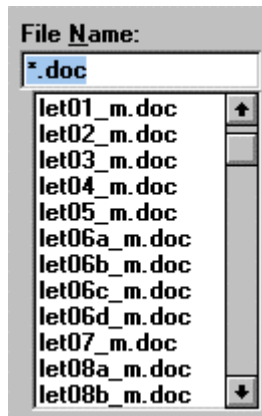
g. Step #7: Depress the OK button.

The selected template will be opened and displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▬              Microsoft Word - LET01_M.DOC                        ▼ ▲   │
│ ▬  File  Edit  View  Insert  Format  Tools  Table  Window  Help    ▼ ▲   │
│ ┌──────────┐  ┌───────────────┐  ┌────┐                                  │
│ │ Normal  ±│  │Times New Roman±│  │10 ±│  B I U  ▤▤▤▤  ▥▤▦▦ ⊞           │
│ └──────────┘  └───────────────┘  └────┘                                  │
│ □□□ □□□□ □□□□□ □□ □□□□□□ □ 100% ± ▶?□                                    │
│ ┌────────────────┐ ┌───────────────┐                                     │
│ │Insert Merge Field│ │Insert Word Field│ «» │◀ ◀ 1  ▶ ▶│ □□ □□□□□ □□    │
│ └────────────────┘ └───────────────┘                                     │
│ L  · · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · ·           │
│                                                                           │
│   «TCO_ORGSHRTNM»                                    «DATE_Today»         │
│                                                                           │
│                                                                           │
│   «KTRPOC_PersNm»                                                         │
│   «KTRPOC_OrgFullNm»                                                      │
│   «KTRPOC_PersAddrLine1»                                                  │
│   «KTRPOC_PersCityStateZip»                                              │
│                                                                           │
│   Dear Mr. «KTRPOC_LstNm»:                                               │
│                                                                           │
│      Your Contract «AGR_ContractNbr» was «DKT_TermType» terminated for    │
│   the convenience of the Government by notice to you dated «DKT_TermDate» │
│   from: «PCO_OrgFullNm», «PCO_CityState». The following individual has    │
│   been assigned settlement responsibility for this termination and will   │
│   provide the necessary guidance to accomplish settlement:                │
│                                                                           │
│             «CTS_PosNm»: «CTS_PersNm»                                     │
│             Telephone: «CTS_Phone»                                        │
│                                                                           │
│      FAR 49.206-1 allows you to submit your termination settlement        │
│   proposal within one year from the effective date                        │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌────────────────┐ ┌───────────────┐
│Insert Merge Field│ │Insert Word Field│ «» │◀ ◀ 1  ▶ ▶│ □□ □□□□□ □□
└────────────────┘ └───────────────┘
```

CAUTION: Be very careful when you alter the template text. If you change or delete a data base field name, you may cause the system to malfunction. The data base field names are in the following format <<database field name>>.

Alter the template text as desired and save the changes by selecting File from the Menubar and Save from the drop-down box. NOTE: DO NOT CHANGE THE TEMPLATE NAME. The system will only recognize the template names in Table TMP1.

CROSS-REFERENCE

DOCUMENT NAME	TEMPLATE NAME
Opening Letter to Contractor	let01_m.doc
Opening Letter to ACO	let02_m.doc
Opening Letter to PCO	let03_m.doc
Opening Letter to DFAS	let04_m.doc
Opening Letter to Property	let05_m.doc
Release of Excess Funds Form	let06a_m.doc
Release of Excess Funds Initial Letter	let06b_m.doc
Release of Excess Funds Interim Letter	let06c_m.doc
Release of Excess Funds Final Letter	let06d_m.doc
Proposal Alert to Contractor	let07_m.doc
Mod Cover to Contractor – Initial	let08a_m.doc
Mod Cover to Contractor - Final	let08b_m.doc
Docket File to ACO Letter	let09_m.doc
Mod to PCO with Final 1598	let10_m.doc
Mod to ACO Letter	let11_m.doc
Mod to DFAS w/Invoice	let12_m.doc
Mod to DFAS	let13_m.doc
Request for Plant Clearance (DD 1640)	let14_m.doc
Request for Plant Clearance Letter	let15_m.doc
Price/Cost Analysis or Review Request	let16_m.doc
Termination File Checklist	let17_m.doc

DOCUMENT NAME	TEMPLATE NAME
Forms to Contractor Letter	let18_m.doc
Prenegotiation Objectives	let19_m.doc
Settlement Memo – No -Cost Settlement	let20_m.doc
Settlement Memo - No-Cost Determination	let21_m.doc
Settlement Memo - No-Cost w/Equitable Adjustment	let22_m.doc
Settlement Memo - Short Form	let23_m.doc
Settlement Memo - Long Form	let24_m.doc
Initial Conference Worksheet	let25_m.doc
Modification – Fixed Price Complete	mod01_m.doc
Modification – Fixed Price Partial	mod02_m.doc
Modification - No-Cost Complete	mod03_m.doc
Modification – No-Cost Partial	mod04_m.doc
Modification – Unilateral Mod (No Cost)	mod05_m.doc
Modification – Deobligation of Excess Funds	mod06_m.doc
Modification – Fixed Price Partial w/ Equitable Adjustment	mod07_m.doc
Modification – No-Cost Partial w/Equitable Adjustment	mod08_m.doc

DOCUMENT NAME	TEMPLATE NAME
Modification - Cost Type Complete	mod09_m.doc
Modification - Cost Type Partial	mod10_m.doc
Standard Form 30 Template	modstd_m.doc

HOW TO INSERT LETTERHEAD INTO A MICROSOFT WORD TEMPLATE

   a. Step #1: Obtain a Soft copy (file with the letterhead scanned in) of the letterhead. You may check with a systems person in your area or a secretary may already have one that you can use.

   b. Step #2: Copy the letterhead file to c:\tams\memo\masters directory.

   c. Step #3: Backup all of the original templates by copying all files in the c:\tams\memo\masters directory to a diskette.

   d. Step #4: Open Microsoft Word by double clicking on the Microsoft Word Icon in the Microsoft Office Group.

   e. Step #5: Select File from the Menubar.

File   **Edit**   **View**   **Insert**   **Format**   **Tools**   **Table**   **Window**   **Help**

   f. Step #6: Select Open... from the drop-down menu. The Open pop-up box will be displayed.
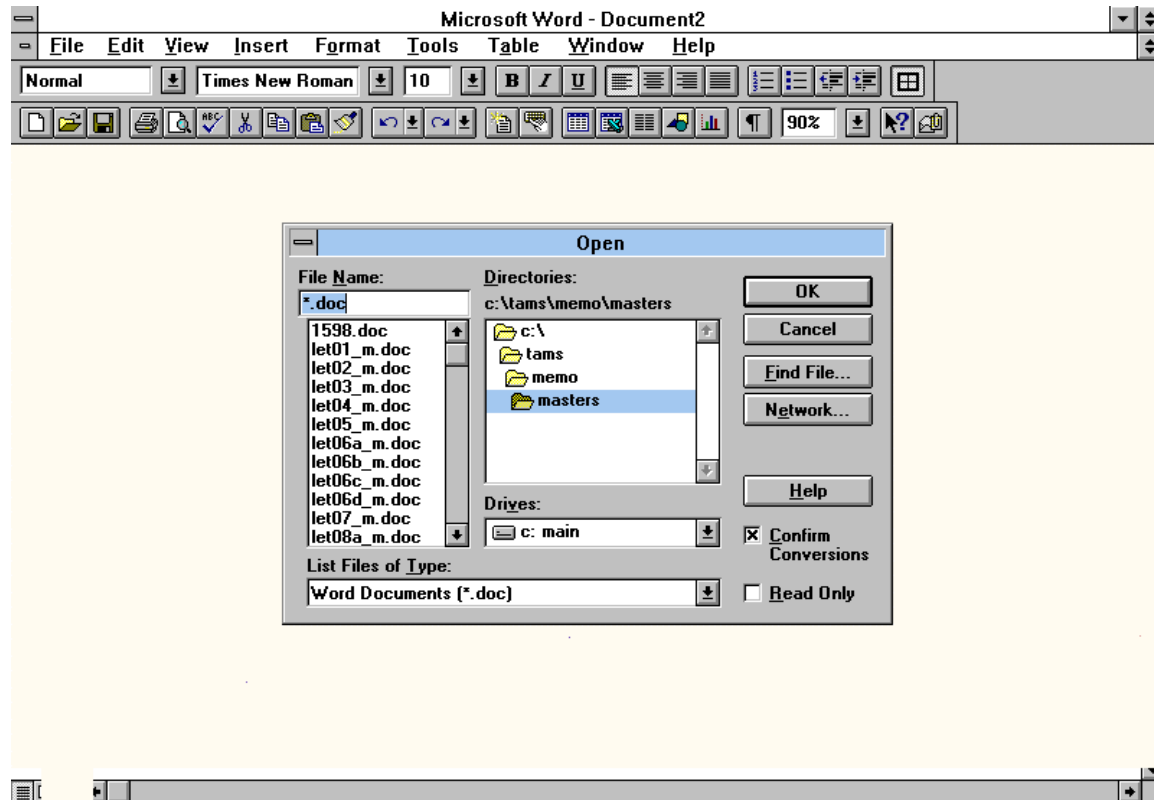
g. Step #7: Select c:\tams\memo\masters by double clicking the file folder to the left of the desired directory.
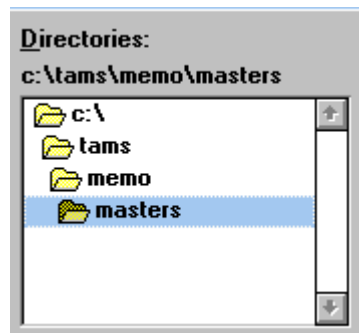
h. Step #8: Select the file you wish to attach the letterhead file to. (Note: See the cross-reference in Table TMP1 to identify the document you wish to attach the letterhead file to).
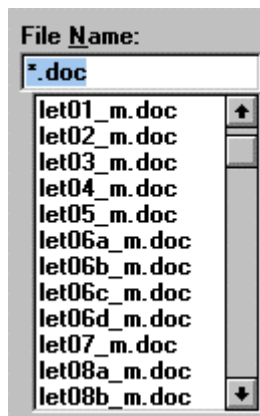
i. Step #9: Depress the OK button.

The selected template will be opened and displayed.

```
=                       Microsoft Word - LET01_M.DOC                    ▼ ♦
□  File   Edit   View   Insert   Format   Tools   Table   Window   Help        ♦

Normal        ⬥  Times New Roman  ⬥ 10  ⬥  B  I  U  ≡ ≡ ≡ ≡  ⬥⬥ ⬥⬥ ⬥⬥ ⬥⬥  ⊞

 ☐ ⬚ 🖫 🖨 🔍 ⬚ ✂ 🗎 📋 ✐   ↶ ⬥ ↷ ⬥  🗎 🗎  ⊞ 🗎 ≣ 🗎 📊  ¶  100%  ⬥  ▶?⬚

 Insert Merge Field   Insert Word Field  ⟪⟫   ◄◄ ◄  1    ►  ►►   🗎 🗎 🗎 🗎 🗎  🗎 🗎

 L     · · · 1 · · · I · · · 2 · · · I · · · 3 · · · I · · · 4 · · · I · · · 5 · · · I · · · 6 · · · I · · · 7 · · ·       ♦
```

«TCO_ORGSHRTNM»   «DATE_Today»

«KTRPOC_PersNm»
«KTRPOC_OrgFullNm»
«KTRPOC_PersAddrLine1»
«KTRPOC_PersCityStateZip»

Dear Mr. «KTRPOC_LstNm»:

    Your Contract «AGR_ContractNbr» was «DKT_TermType» terminated for the convenience of the Government by notice to you dated «DKT_TermDate» from: «PCO_OrgFullNm», «PCO_CityState». The following individual has been assigned settlement responsibility for this termination and will provide the necessary guidance to accomplish settlement:

          «CTS_PosNm»: «CTS_PersNm»
          Telephone: «CTS_Phone»

    FAR 49.206-1 allows you to submit your termination settlement proposal within one year from the effective date

j. Step #10: Position the cursor at the left upper most region of the template. Then select the Insert, File option from the File menu bar. The pop-up box shown below will be displayed. You can now select your letterhead file and link it to this template. This can be accomplished by opening the directory where you copied your letterhead file (e.g., c:\tams\memo\masters) and selecting the file containing your letterhead (e.g., ltrhead.doc). After you have the correct file displayed in the File Name: box, select the Link to File check box at the lower right hand corner and depress the OK Button.
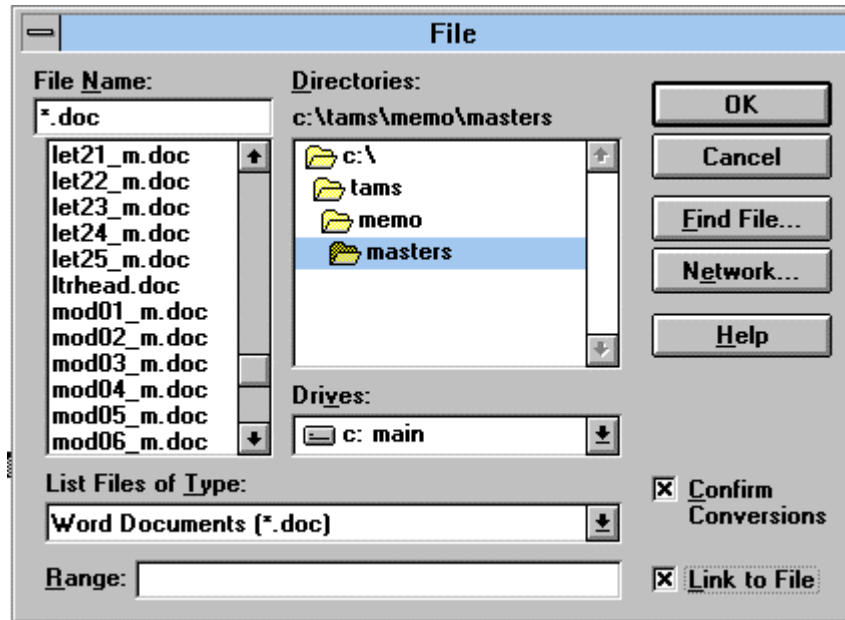
k. Step #11 The letterhead will now be displayed at the top of your template as shown below. Use the cursor to drag the letterhead into position.
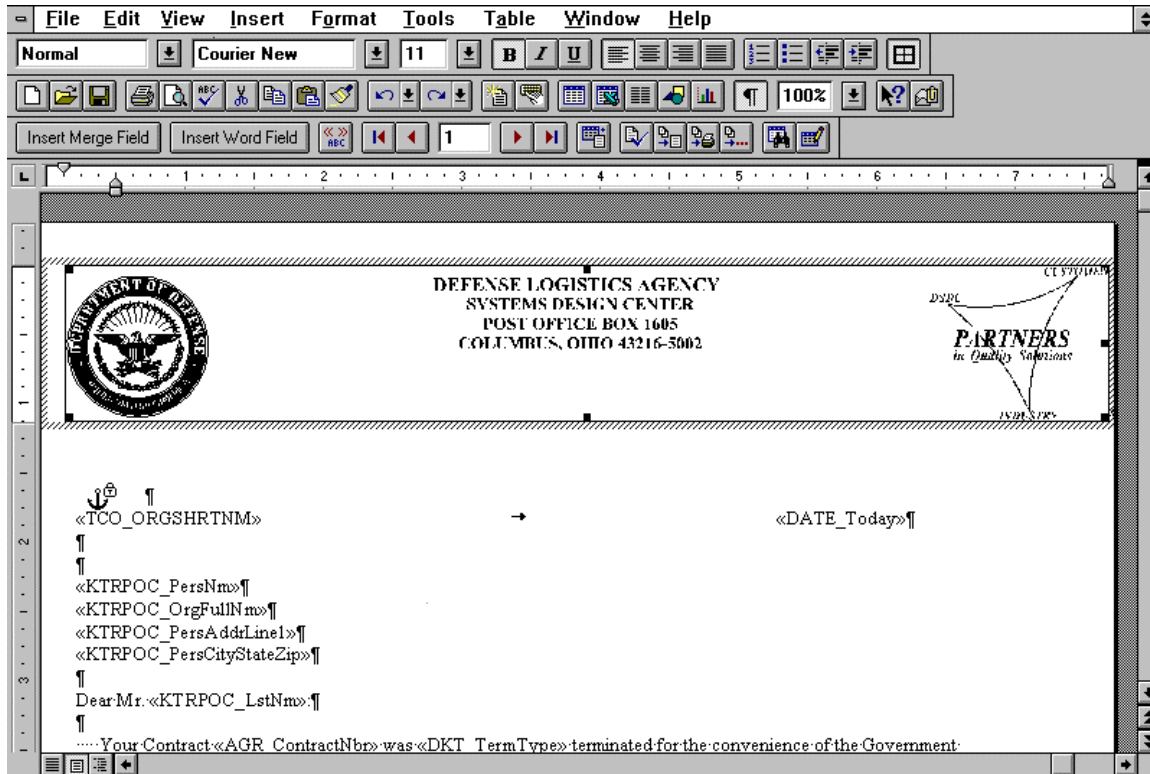
1. Step # 12: After the letterhead is in position, put the cursor on the letterhead and click the right mouse button. Select the Format Frame option. Select the Lock Anchor check box. Then depress the OK Button.

File Edit View Insert Format Tools Table Window Help

Normal | Courier New | 11 | **B** *I* U

Insert Merge Field | Insert Word Field | 1

Frame

Text Wrapping

None   Around

Horizontal

Position: 0.8"   Relative To: Page

Distance from Text: 0.13"

Size

Width: Auto   At:

Height: Auto   At:

Vertical

Position: -1.58"   Relative To: Paragraph

Distance from Text: 0"

☒ Move with Text   ☒ Lock Anchor

OK   Cancel   Remove Frame   Help

¶
«TCO_ORGSHRTNM»
¶
¶
«KTRPOC_PersNm»¶
«KTRPOC_OrgFullNm»¶
«KTRPOC_PersAddrLine1»¶
«KTRPOC_PersCityStateZip»¶
¶
Dear Mr. «KTRPOC_LstNm»:¶
¶
·····Your Contract «AGR_ContractNbr» was «DKT_TermType» terminated for the convenience of the Government·

m. Step # 13: The letterhead should now be locked in place on the template. To verify the document that looks correct, select the File, Print Preview option from the Menubar. The template and letterhead will be displayed as it will appear when printed. If it looks accept-able, save the template. If it is not positioned correctly, reposition the letterhead and anchor it again until a desired result is achieved. Note: There is not one standard way to do this, due to the varying sizes of letterhead. Each office will need to work on positioning the letterhead until the desired result is achieved.

     (1) This process will need to be done to each template that a letterhead is desired.

     (2) When an upgrade to the TAMS application is sent out, the letterhead will need to be reinstalled.
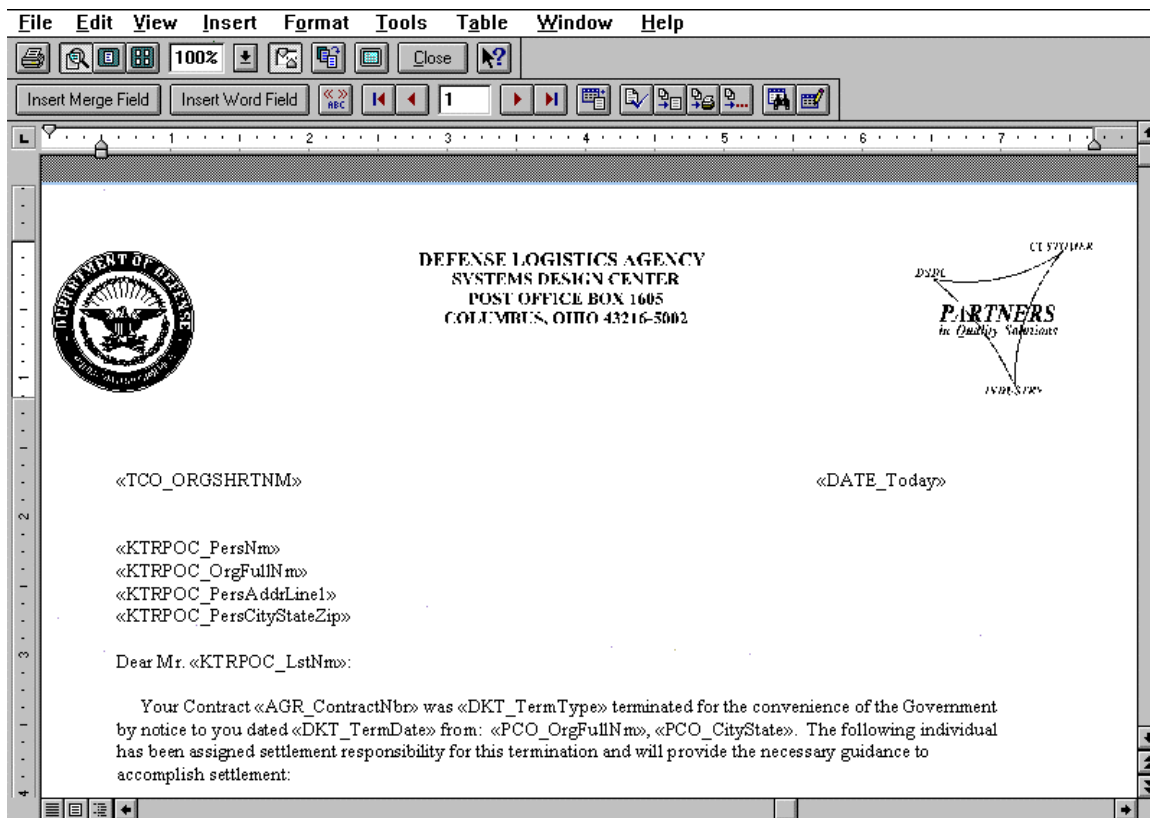
CHAPTER 12 ACO MODIFICATION MODULE

CHAPTER 12 TABLE OF CONTENTS

CHAPTER 12 ACO MODIFICATION MODULE

2.12.1 SCOPE Of THE ACO MODIFICATION MODULE

2.12.1.1 IDENTIFICATION

   This chapter discusses the ACO Modification Module of the Standard
Procurement System (ACO MOD).

2.12.1.2 SYSTEM OVERVIEW

   a. ACO MOD is designed to provide DCMC Contract Administrators (CAs),
DCMC Contract Management Assistants (CMAs), and DCMC Administrative
Contracting Officers (ACOs) with automated preparation and data input
associated with the contract modification process. The ACO MOD System
will allow for online creation of modifications, the update of MOCAS
utilizing Electronic Data Interchange (EDI), and the printing of the SF
30 hard copy modification. The EDI transaction will only update MOCAS.
It will not send an electronic modification to the contractor, the
buying activity, the consignees, or the funding activity.

   b. ACO MOD is a three-tier client server application. Contract data
is downloaded from MOCAS via Openlink to an Oracle data base that
resides on a midtier HP at the Defense Mega Center Columbus (DMC). Note
that in order to use this application, you cannot be a dial-in user of
MOCAS. The ACO MOD application resides on the Personal Computer (PC).
The ACO MOD application is a Graphical User Interface (GUI) application
that runs in either Windows 3.1.1 or Windows 95. Daily downloads of
changes made to the MOCAS ADRS (address file) are performed in the batch
cycle. In order to eliminate Openlink calls and user waiting time, a
copy of the address file resides on the HP. When a modification is sent
to MOCAS from the module, it is uploaded via an EDI transaction and
processed in the nightly MOCAS batch cycle. MOCAS either accepts or
rejects the EDI transaction. In either case a report is produced
showing the ACO what accepted or rejected.

   c. When the CAs/ACOs first sign onto the system, they must enter the
PIIN/SPIIN, CAO ORG Code, CAGE,and CLIN (if applicable) of the contract
they wish to modify. The system will make a call to MOCAS to download
the contract information and generate the next modification number. The
CAs/ACOs may override the system generated modification number. After
the CAs have completed the modification, they should print it and send
it to the ACO. The ACO shall review the hard copy modification, along
with the data in the ACO MOD system. If the modification needs to be
sent to the contractor for signature, a cover letter should be prepared,
and the hard copy modification mailed to the contractor since this
system does not send an electronic modification to the contractor.
Prior to the ACOs signing the modification, they should sign onto the

ACO MOD System and send the modification to MOCAS. Caution needs to be
used in signing and sending modifications to MOCAS out of sequence. For
example, if modification A00003 is signed prior to modification A00002
but A00002 affects modification A00003, then modification A00003 should
not be sent to MOCAS via EDI but should be held for manual processing.

   d. At the time the modifications are sent to MOCAS, a refresh of the
original MOCAS data is performed. The application will download a fresh
copy of the MOCAS data. It will then compare the old MOCAS data to the
new MOCAS data, and if anything has changed that was also included as
part of the modification, a comparison screen will be displayed and the
ACO will be able to either rework, continue with the send to MOCAS, quit
the refresh, or delete the modification. If the ACO chooses CONTINUE or
no differences were found between the MOCAS data at modification start
time and the current MOCAS data, the ACO must enter the date the
modification is signed. After the ACO signs the modification and
completes the send to MOCAS, the modification should be distributed to
all interested parties. DFAS Columbus's copy should be marked MOCAS
UPDATED VIA EDI. A familiarity with MOCAS would be helpful in using the
module, especially in understanding the comparison screen which may be
generated during the refresh process.

   e. Modifications will remain in the ACO MOD System for one month
after they are sent to MOCAS or distributed through Normal Distribution.
However, the user will not be able to access a modification once it has
been sent to MOCAS.

    The types of modifications that can be processed through the ACO MOD
module include:

    (1) Add/Delete CLINs, Schedules

    (2) Accelerations (no standard format)

    (3) Amended Shipping Instructions

    (4) Clause changes(Add/MODify/Delete)

    (5) CAGE Changes

    (6) Definitizations

    (7) Delivery Extensions (with and without consideration)

    (8) Deobligations (including excess funds)

    (9) DPAS Rating changes

    (10) ECPs, Waivers, Deviations (no action modification, no standard
format)

    (11) EPA (no standard format)

    (12) First Article deletions (must delete associated CLIN)

(13) FOB Changes

(14) I/A Changes at CLIN Level

(15) Increase/Decrease Quantity

(16) Packaging Changes (no action modification, no standard format)

(17) Place of Performance Changes

(18) Price Changes

(19) Quantity Variance Changes at CLIN Level

(20) Remit to Address Changes (including adding an address or deleting one).

(21) Ship-in-Place (no standard format)

(22) VECP (no action modification, no standard format)

NOTE: A no action modification is a modification where only the modification header information (effective date of modification, modification number, etc.) is stored in MOCAS.

   f. The types of modifications that can be processed through the ACO MOD module but which do not update MOCAS correctly via EDI include:

(1) Admin Office Changes (no automatic update of MOCAS)

(2) Electronic Fund Transfers (no automatic update of MOCAS per DFAS request)

(3) Payment Office Changes (no automatic update of MOCAS per DFAS request)

(4) I/A at Contract Level (it will not flow down to the CLINS).

(5) Changes to Net Terms

(6) Discount terms. Must add, change, or delete all discount terms. Cannot just delete second discount.

(7) Quantity Variance at contract level (it will not flow down to the CLINS).

(8) Cannot update the following fields on a new CLIN: SPN recipient, FA acceptance date, withhold code, and liquidated damages indicator.

(9) Adding a fast pay clause. (Does not update the I/A code on the individual CLINs with ND.)

(10) Deleting a Government Furnished Property clause. (Does not delete. The PA code must be deleted by the property administrator online. This in turn will delete the Special Provision Code of E.)

(11) PIIN/SPIIN changes (does not change the contract number in MOCAS).

(12) Obligating money on an incrementally funded contract. (Incorrectly updates the total amount of contract field in MOCAS.)

(13) Cancellations (does not cancel the contracts).

g. The following types of modifications cannot be processed in the ACO MOD module at this time:

(1) A modification for a contract that is not currently in MOCAS (must be done via free form).

(2) Accounting/Appropriations Corrections (must be done via free form)

(3) Blanket modifications including Name Changes and Novations (must be done via free form)

(4) GP'X Property Transfers (must be done via free form)

(5) Termination for Convenience (TAMMS does Terminations for Convenience)

(6) Termination for Default

(7) A modification where data items are represented by a 1423DD line item in MOCAS because no inspection or acceptance of the data is required. If these data items need to be modified, use the free form SF 30.

(8) A modification where it is necessary to delete a CLIN or schedule that has partially shipped (must be done via free form).

(9) Adding a foreign remittance address or modifying a foreign contract. For this purpose, Canadian and Puerto Rican are not considered to be foreign (must be done via free form).

(10) Decreasing an ACRN which will result in a negative unliquidated obligation (ULO) for that ACRN (must be done via free form per DFAS request).

(11) Non-DoD Contracts (must be done via free form)

NOTE: The Free Form SF 30 does not update MOCAS. Any modification prepared using the Free Form SF 30 must be manually input.

2.12.1.3 CHAPTER OVERVIEW

   a. The purpose of this chapter is to explain how to use the ACO MOD
application in order to accomplish the following three tasks:

   (1) Write a Modification

   (2) Print the SF 30

   (3) Read the reports generated by MOCAS when the signed modification
is either accepted or rejected and take any necessary action.

   b. The chapter is organized in the following manner:

   (1) General Information Concerning the system is presented in the
first three paragraphs (2.12.1 - 2.12.3).

   (2) Procedures for working the MOCAS Reports, UNMA010G and UNMA030G
are presented in paragraph 2.12.4.

   (3) Paragraph 2.12.6 covers logging on to the system and how to
navigate through the system.

   (4) Paragraph 2.12.7 covers preparing or writing a modification. It
includes how to download data from MOCAS as well as the various screens
used to record the changes the modification will make.

   (5) Paragraph 2.12.8 covers printing the SF 30. It also includes
the Free Form SF 30 and the action history screen.

   (6) Paragraph 2.12.9 covers processing the modification. It
includes sending the modification to the ACO, the contractor and MOCAS
as well as returning the modification to the CA. The refresh of the
MOCAS data prior to the MOCAS update is covered in this paragraph.

   (7) Paragraph 2.12.10 covers the temporary transfer of workload in
the event that someone is on vacation or extended sick leave.

   (8) Appendix A is a trouble shooting guide that covers common
problems and what to do if they occur.

   (9) Appendix B lists the modification type codes used on the action
history to identify changes made.

   (10) Appendix C contains step-by-step instructions for processing
five different types of modifications.

   (11) Samples and explanations of the data elements on the accepted
and rejected reports, UNMA010G and UNMA030G, can be found in part 2,
chapter 6 of this manual.

2.12.2 REFERENCED DOCUMENTS

  Microsoft Windows Version 3.1 User's Guide
  Delrina Form Flow User's Guide

2.12.3 SOFTWARE SUMMARY

2.12.3.1 SOFTWARE APPLICATION

   a. The software will be used to prepare a modification and update
MOCAS, where appropriate, electronically.

   b. The user will be able to prepare most types of modifications using
this software. See paragraph 2.12.1.2 for a description of the types of
modifications which the software does not support. The benefits of this
software include:

      (1) Being able to download the data from MOCAS which saves time and
keying errors.

      (2) Standard formats for modifications so all DCMC modifications
will be done the same way.

      (3) Updating MOCAS electronically which saves input time.

2.12.3.2 SOFTWARE INVENTORY

   Loading of the software will be the responsibility of the Local Area
Network (LAN) administrator. DSDC has developed a remote load to assist
the LAN administrator. The user is not responsible for requesting any
files in order to access the software.

2.12.3.3 SOFTWARE ENVIRONMENT

   a. In order to run ACO MOD the following hardware equipment is
needed:

      An least a 486 PC with 8 megabytes of memory
      A laser printer (may be shared)

   b. The following software must be available either on the LAN or the
PC.:

      Windows 3.1 or higher
      SQL Net version 2.1 or above
      Delrina Form Flow
      LAN access to MOCAS.

2.12.3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION

   a. The ACO MOD application uses the following MOCAS files:

      PINS - Contains Contract Level Data
      PINV - Contains Contract Level Data
      CLRV - Contains Accounting Data
      CLNS - Contains CLIN Data
      SCHV - Contains Schedule Data
      ADRS - Contains Address Data
      CAMM - Contains Contracts Which are Hung Up in MOCAS
      APRS - Contains Appropriations

b. All except for the ADRS and CAMM are downloaded when the user initiates a modification in the module. The CLNS and SCHV are downloaded one CLIN at a time at the user's request.

c. The only restriction on volume is that no more than five users may access MOCAS simultaneously. Note: MOCAS access time is in nanoseconds. If more than five users try to access simultaneously, an error message is received from Openlink. Also, no more than 32K of data may be downloaded at one time. Thus, a contract with a lot of schedules on the CLIN being downloaded or a lot of ACRNS will also receive an error message that the contract may be too large.

d. Response time for the download varies based on the amount of data being downloaded and the traffic on the system. An average time is 30 seconds to two minutes.

2.12.3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION

There is no difference in the operation of the software in a time of emergency.

2.12.3.6 SECURITY AND PRIVACY

Only authorized users are to access this software. Two passwords are needed to access it; one for the application and Oracle data base and one to access the mainframe via Openlink. The user will only have to enter the password for the application. The other password is system generated from information within the application. In order to be established as a new user in this system, the user should go through his supervisor to the local TASO.

2.12.3.7 ASSISTANCE AND PROBLEM REPORTING

After the software is deployed, assistance in using the software will be provided by the Contract Specialist FASS Team members. Problems with the software should be reported through established channels to DMC who will decide if the problem is a programming problem and needs to be reported to the DLA System Design Center (DSDC).

2.12.4 USING THE SOFTWARE

The software can basically be divided into two components. The first component is the ACO MOD module, the PC component. For a description on using this component, see paragraph 2.12.6 of this manual. The other component is the MOCAS component. The MOCAS component, which consists primarily of two reports, will be discussed in this paragraph.

2.12.4.1 INITIATION PROCEDURES

Data is pulled down from MOCAS into the ACO MOD module through Openlink. This will be more fully described in paragraph 2.12.6 of this manual. Once the modification is executed, the ACO will electronically send it to MOCAS. This will cause an EDI transaction to be processed in MOCAS's nightly batch cycle. Since no system is being updated except MOCAS, this system does not require an electronic signature. The ACOs are identified to the system as ACOs via their passwords.

2.12.4.2 DESCRIPTION OF INPUTS

The input into MOCAS is transparent to the user. See paragraph 2.12.6 of this manual for descriptions of inputs to the ACO MOD module.

2.12.4.3 DESCRIPTION OF OUTPUTS

There are two distinct outputs from this application. One of the outputs is the SF 30 which is generated from the ACO MOD module. The other output is the two reports that are generated from the MOCAS System after the EDI transaction is processed in MOCAS. Samples of the reports and definitions of the data elements on the reports can be found in paragraph 2.6.2.7 of this manual. Procedures for working the reports will be provided below.

2.12.4.4 USE OF OUTPUTS

a. The SF 30 will be processed the same as it is today. It will be sent to the contractor for signature, if required. After the ACOs sign the SF 30, they should enter the application and send it to MOCAS. If differences appear between the MOCAS data at the time the modification was initiated and the current copy, the ACO should research the issue and take the appropriate steps. These may include destroying the modification since it is no longer needed, reworking the modification or continuing with the process and updating MOCAS. When a modification that was processed through the ACO MOD module is distributed, normal hard copy distribution should be made. The Payment Office Copy of the modification should be prominently marked MOCAS UPDATED VIA EDI before being sent to the Payment Office.

b. The batch input process into MOCAS which is currently used by both EDI and MILSCAP breaks the contract or modification data into distinct record types. In the case of a modification, MOCAS actually builds back an image of the contract into the NA record types (for EDI input) and PA record types (for MILSCAP input). MOCAS builds either NB or PB records which contain the modification input. It is important to note that most numeric fields, with the exception of unit price, update MOCAS with the net difference rather than the new value.

c. Reports UNMA010G and UNMA030G are adapted from the UNMA010A and UNMA030A Reports which contain both contract and modification input. Since it is anticipated in the future that delivery orders the ACO issues will also appear on these reports, it was decided to leave the current data element heading even though at this time some of them will not contain data. The first thing that appears on the reports is the header information, followed by the various record types. The record types are listed below along with the associated data elements which will appear on the reports. The record type is listed on the record under the data element FIC, format identifier code. The record types will appear on the report in the order listed. Note: It is possible for the NBT record to accept and appear on the UNFM030G Report while the other records reject and appear on the UNFM010G Report. When it is written to the MOCAS MODV File, it will indicate that the modification rejected.

d. MOCAS performs four types of validation on the MOD input. The four types are Structure, File Compare, Relationship/Dependency, and Balancing.

(1) Structure Validation constitutes individual validation of data elements/fields against a unique set of values or criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR. An example of structure validation is error message B30 - STR-CLIN/ELIN. In other words, the CLIN OR ELIN sent to MOCAS is not four numerics or four numerics followed by two alphas or the first position an alpha and the second through fourth either all numeric or all alphas. It may have been 000101. Note: MOCAS does not allow numeric sub-CLINs. Any CLIN with numeric sub-CLINs is entered at the CLIN level. Any numeric sub-CLINs added in the ACO MOD module will not be sent to MOCAS via EDI.

(2) File Compare Validation constitutes any validation requiring access to any element of the data base. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C. An example of file compare validation is 041 F/C-DUP TO INVENTORY. In other words, MOCAS already has a record of the modification number sent.

(3) Relationship/Dependency Validation constitutes validation where interrelationship of data elements/fields/records must exist. Error messages generated as a result of a data element not passing the relationship/dependency validation will be prefixed with R/D. An example of relationship/dependency validation is error message B54 – R/D-FMS-WIP-RCOUPMT-PCT. In other words, if the FMS Progress Payment Liquidation Rate contains data, the contract must also contain an FMS Progress Payment Percentage and a WIP Ceiling Percentage.

(4) Balancing Validation requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL. An example of balancing validation is error message 811 ***BAL-OBLIG-AMTS-TO-AMT-CONT. In other words, the obligated amount must be less than or equal to the total amount of the contract.

e. The UNMA010G Report, Rejected ACO Modifications, shall be used to determine why a modification did not pass MOCAS validation. The UNMA030G Report, Accepted ACO Modifications, or the online MOCAS System shall be used to verify that MOCAS was correctly updated.

2.12.4.5 RECOVERY AND ERROR CORRECTION PROCEDURES

a. Error messages will appear on the UNMA010G, Rejected ACO Modification Report.   Acceptable errors may appear on either the UNMA010G, Rejected ACO Modification Report in conjunction with another error message or they may appear on the UNMA030G, Accepted ACO Modification Report. They are indicated on the reports with asterisks (***). A single * indicates a hard reject of the particular record that cannot be worked through the MOCAS Fallback System. DCMC has decided not to work the rejects through the MOCAS fallback System. Therefore, the corrective action will normally be to:

(1) Delete the rejected modification from the unvalidated list.

(2) Input the modification online in MOCAS.(Referred to as ACO
Direct Input). Those offices not having access or those offices which
have not been trained will have to send the modification to DFAS for
correction.

    b. Error Messages:

ERROR MESSAGE   PROBABLE CAUSE AND CORRECTIVE ACTION

A00 STR-EFF-DT-MOD   This field must contain a valid date.
APPEARS ON THE NB1
(MODIFICATION HEADER RECORD)   Probable Cause:
                                   This error occurred because something
                                   went wrong with the automatic update of
                                   MOCAS.

                                   Corrective Action:
                                     a. Delete the rejected modification
                                   from the unvalidated list.
                                     b. Input the modification online in
                                   MOCAS.

A01 STR-KIND-MOD   This field must contain a valid kind of
APPEARS ON THE NB1   modification code in accordance with
(MODIFICATION HEADER RECORD)   Appendix A-41 of DoD 4000.25-5-M.

                                   Probable Cause:
                                   This error occurred because something
                                   went wrong with the automatic update of
                                   MOCAS.

                                   Corrective Action:
                                     a. Delete the rejected modification
                                   from the unvalidated list.
                                     b. Input the modification online in
                                   MOCAS.

A02 STR-SIGNR-DT-MOD   This field must contain a valid date.
APPEARS ON THE NB1
(MODIFICATION HEADER RECORD)   Probable Cause:
                                   This error occurred because something
                                   went wrong with the automatic update of
                                   MOCAS.

                                   Corrective Action:
                                     a. Delete the rejected modification
                                   from the unvalidated list.
                                     b. Input the modification online in
                                   MOCAS.

A10 STR-EFF-DT-ORD-DT   This field should always be blank.
APPEARS ON THE NBA
(ADMINISTRATIVE DATA RECORD   Probable Cause:
#1)   This error occurred because something
                                   went wrong with the automatic update of
                                   MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Delete the rejected modification from the unvalidated list.
  b. Input the modification online in MOCAS.

A11 STR-DMS-RATING
APPEARS ON THE NBA
(ADMINISTRATIVE DATA RECORD #1)

The first two positions must be DO, DX, 9 blank, or N blank. Positions 3-4 must be blank when a 9 blank or N blank is in the first two positions, or a valid commodity code.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. Invalid data was entered on the modification.
  c. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the error occurred. If it occurred because something went wrong with the automatic update of MOCAS, follow steps b-c below. If it occurred because the modification is incorrect, write another modification correcting the DMS rating and follow steps b-c below. If it occurred because the data in MOCAS is erroneous, correct the data in MOCAS and follow steps b-c below.
  b. Delete the rejected modification from the unvalidated list.
  c. Input the modification online in MOCAS.

A13 STR-TYPE OF CONTRACTOR
CODE
APPEARS ON THE NBA
(ADMINISTRATIVE DATA RECORD #1):

The type of business code is not a valid MILSCAP Code.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Delete the rejected modification from the unvalidated list. c. Input the MOD online in MOCAS.
A14 STR-FMS-RQ-IND APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD #1)	The FMS-RQ-IND is not blank. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS. b. There is erroneous data in MOCAS. Corrective Action: a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. b. Delete the rejected modification from the unvalidated list. c. Input the modification online in MOCAS.
A20 STR-FIRST DISCOUNT PERCENTAGE APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)	This field is not all blanks or all numerics. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS. b. There is erroneous data in MOCAS. Corrective Action: a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. b. Delete the rejected modification from the unvalidated list. c. Input the modification online in MOCAS.
A21 STR-FIRST DISCOUNT DAYS APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)	This field must be blank if the first discount % is blank or contain numerics if the first discount % contains numerics. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS. b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the rejected modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A22 STR-SECOND DISCOUNT PERCENTAGE APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field is not all blanks or all numerics. This field must contain blanks if the first discount percentage contains blanks.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the rejected modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A23 STR-SECOND DISCOUNT DAYS APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field must be blank if the second discount % is blank or contain numerics if the second discount % contains numerics.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

    b. Delete the rejected modification from the unvalidated list.
    c. Input the modification online in MOCAS.

A24 STR-NET DISCOUNT DAYS APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field must be blank if the first discount % is N or must be blank or contain numerics if the first discount % contains numerics.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. In the ACO MOD module, net days were added when the first discount percent was N.
    c. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, or the first discount % being an N, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the rejected modification from the unvalidated list.
    c. Input the modification online in MOCAS.

A25 STR-OTHER TERMS APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field must be blank if the first discount % is N___, and blank or 9 if the first discount % is blank or numeric.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. In the ACO MOD module, a 9 was added when the first discount percent was N.
    c. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, or the first discount % being an N_, correct the MOCAS data and follow steps b-c below. If it rejected due to something

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the rejected modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A26 STR-TOTAL AMOUNT OF CONTRACT APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)	This field must be blank if no change was made to the obligated amount or contain numerics if a change was made to the obligated amount.
	
	Probable Cause:
	This error occurred because something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the rejected modification from the unvalidated list.
	  b. Input the modification online in MOCAS.

A27 STR-DATE OF SIGNATURE APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)	The signature date of the contract must be a valid date.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the rejected modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A28 STR-KIND OF CONTRACT CODE APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)	This field should be blank or contain the MILSCAP kind of Contract Code.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the rejected modification from the unvalidated list.
  c. Input the modification online in MOCAS.

A29 STR-TYPE OF CONTRACT CODE APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field should always be blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the rejected modification from the unvalidated list and
  c. Input the modification online in MOCAS.

A30 STR-FUNCTIONAL LIMITATIONS APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field should always be blank.

Probable Cause:
This error occurred because something went wrong with the automatic update of MOCAS.

Corrective Action:
  a. Delete the rejected modification from the unvalidated list.
  b. Input the modification online in MOCAS.

A31 STR-CRITLY-DESC-CD APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

This field should always be blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the rejected modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A32 STR-SPCL-CONTR-PVN APPEARS ON THE NBB (ADMINISTRATIVE DATA RECORD #2)

Valid values are A-H, J-N, Q, and blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the rejected modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A40 STR-TRANSFER DEPARTMENT APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)

Was not numeric or blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

A41 STR-APPROP-FSCL-YR-BEG APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not numeric or blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A42 STR-APPROP-FSCL-YR-ENDG APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not numeric, X, M, or T.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A43 STR-APPROP-FD APPEAR ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A49 STR-DEPT-ID-CD APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not numeric.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A50 STR-PROGRAM-YEAR APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not alpha, numeric, or blank.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A51 STR-GEN-OPG-AGCY-CD APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not alpha or numeric.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A52 STR-ALLOTMENT-SERIAL APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not alpha, numeric, or all blanks.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A53 STR-PGM-EL-BDGT-PROJ APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha, numeric or blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A54 STR-EL-XPNS-OBJ-CLS	Must be alpha, numeric, or blank.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

A55 STR-COUNTRY CODE
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be alpha, numeric, or blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

A56 STR-FISCAL STATION NUMBER
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

First position was not an S followed by numerics.

  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A57 STR-PCMT-RQST-ORDNO
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be alpha, numeric, or blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A60 STR-OBJECT CLASS CODE
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be numeric or blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A61 STR-BUREAU CONTROL NUMBER
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be alpha or numeric.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the
	
	MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A62 STR-SUBALOT-OPG-BDGT-SUBDV APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not an S followed by numerics.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A63 STR-AUTH-ACCTG-ACTY APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

A64 STR-TRANSACTION TYPE APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Was not alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A65 STR-PROPTY-ACCTG-CD APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha, numeric, or blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A66 STR-COST CODE APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha, numeric, or blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A70 STR-FUND-CODE
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be alpha or numeric.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A71 STR-PROGRAM YEAR
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

Must be alpha or numeric.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

A72 STR-OPERATING AGENCY CODE APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A73 STR-ALOTM-SERNO-OPG-BDGT APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A74 STR-BDGT-PGM-ACTY-CD APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online in MOCAS.

A75 STR-MATERIAL PROGRAM CODE APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	    a. This error occurred because something went wrong with the automatic update of MOCAS.
	    b. There is erroneous data in MOCAS.
	
	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online in MOCAS.

A76 STR-EL-XPNS-INVSMT APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	    a. This error occurred because something went wrong with the automatic update of MOCAS.
	    b. There is erroneous data in MOCAS.
	
	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

A77 STR-PROGRAM ELEMENT APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A78 STR-ACCOUNTING STATION APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A80 STR-ALOTM-SUB-ALOTM APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A81 STR-PGM-CST-ACCT-NO APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be numeric.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A82 STR-OBJECT CLASS APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be numeric.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

A83 STR-FSCL-ACCTG-STA-NO APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Must be alpha or numeric.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A90 STR-NON-CLIN-ELIN-PAY-PVN APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER)	This field should always be blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

A91 STR-FMS-CNTRY-CD1 APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER)	This field should always be blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A92 STR-OBLIGATED AMOUNT APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER)	This field should always be numeric with no blanks.
	
	Probable Cause:
	This error occurred because something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

A93 STR-CR ULO-IND APPEARS ON THE (ACCOUNTING CLASSIFICATION TRAILER)	This field must be blank.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
A94 STR-DOC-REF-NO APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER)	This field must contain the MOD number.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

A95 STR-TRX-CD-OBLIG APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER)

This field must be blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B00 STR-CLIN/ELIN APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)

The CLIN/ELIN is not valid. Must be 4 numerics, 4 numerics followed by 2 alphas, or the first position an alpha and 2-4 numerics or 2-4 alphas.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. The modification contains an invalid CLIN/ELIN.
   c. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	NOTE: If the MOD contains numeric sub-CLINs, the numeric sub-CLINs will not update MOCAS.

Corrective Action:
   a. Research the problem and if the automatic update of MOCAS was the problem follow steps d-e below.
   b. If the problem was caused by erroneous data on the modification, issue a new modification to correct the error and follow steps d-e below.
   c. If the problem was caused by erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
   d. Delete the rejected modification from the unvalidated list.
   e. Input the modification online in MOCAS. |
| B01 STR-NATIONAL STOCK NUMBER APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1) | Valid values - N Exhibit, N Services, Z DoDAAC, U, or 13 numerics. Last 2 positions alphanumeric if first 13 are numeric.

Probable Cause:
   a. The data in MOCAS does not meet this criteria.
   b. The modification contains an invalid NSN.
   c. Something went wrong with the automatic update of MOCAS.

Corrective Action:
   a. Research the problem and if the automatic update of MOCAS was the problem follow steps d-e below.
   b. If the problem was caused by erroneous data on the modification, issue a new modification to correct the error and follow steps d-e below.
   c. If the problem was caused by data pulled from MOCAS, correct MOCAS and follow steps d-e below.
   d. Delete the modification from the unvalidated list.
   e. Input the modification online in MOCAS. |

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
B02 STR-ORDER QUANTITY APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	The order quantity must be all numeric or pos. 1 may be N or U, followed by blanks.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS. |
| B03 STR-PURCHASE UNIT APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1) | The purchase unit must be 2 alphas.

Probable Cause:

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS. |
| B04 STR- UNIT PRICE APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1) | The unit price must be numeric or the first position can be U, N, or C, followed by blanks. If pos. 1 is 9, the remainder of the field may be blank. If the field is all numerics, |

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	pos. 1 may contain an overpunch (appear as an alpha). When the first position is 9, followed by blanks, the the Order Quantity and Total Item Amount fields must contain data.
	Probable Cause:
	a. This error occurred because something went wrong with the automatic update of MOCAS.
	b. There is erroneous data in MOCAS.
	Corrective Action:
	a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	b. Delete the modification from the unvalidated list.
	c. Input the modification online in MOCAS.
B05 STR-TOTAL ITEM AMOUNT APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	The amount field does not contain a U or an N in the first position and is not numeric.
	Probable Cause:
	a. This error occurred because something went wrong with the automatic update of MOCAS.
	b. There is erroneous data in MOCAS.
	Corrective Action:
	a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	b. Delete the modification from the unvalidated list.
	c. Input the modification online in MOCAS.
B06 R/D - UNIT PRICE APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	If the first position contains a 9 followed by blanks (indicating that the Unit Price is in parts of a cent), the order quantity and total item amount fields must contain numeric data.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B07 R/D-TOT ITEM AMT APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	The total item amount field is not N followed by blanks when the first position of the Unit Price field is C, N, or U; or the first position of the order quantity field is U or N.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B08 STR-SUB-CLIN DFAR NON-COMPLNC APPEARS ON THE NBE OR NAE (SUPPLY LINE ITEM DATA RECORD # 1)	The sub-CLIN (last two positions of the CLIN field) cannot contain the letters I or O. Probable Cause: a. Something went wrong with the automatic update of MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

    b. When establishing a new CLIN, a sub-CLIN containing an I or O was established in the ACO MOD Module.
    c. MOCAS currently contains an improper sub-CLIN.

Corrective Action:
This is an acceptable error so MOCAS did update. However, if the sub-CLIN was incorrectly established in the ACO MOD module, another modification should be issued to correct the CLIN.

B10 STR-NOUN
APPEARS ON THE NBN
(ADMIN DATA RECORD)

This field should either be blank or alphanumeric.

Probable Cause:
    a. Something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online in MOCAS.

B12 STR-FREE-ON-BOARD SITE
APPEARS ON THE NBF
(SUPPLY LINE ITEM DATA RECORD # 2)

The FOB Site is not S, O, or D.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
B13 STR-QUANTITY VARIANCE OVER APPEARS ON THE NBF (SUPPLY LINE ITEM DATA RECORD # 2)	The Quantity Variance Over field is not all blank, the first position numeric and the second position alpha or numeric; or the first position a 9 and the second position blank. Probable Cause: 　a.　This error occurred because something went wrong with the automatic update of MOCAS. 　b.　There is erroneous data in MOCAS. Corrective Action: 　a.　Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. 　b.　Delete the modification from the unvalidated list. 　c.　Input the modification online in MOCAS.
B14 STR-QUANTITY VARIANCE UNDER (APPEARS ON THE NBF SUPPLY LINE ITEM DATA RECORD # 2)	The Quantity Variance Over field is not all blank, the first position numeric and the second position alpha or numeric; or the first position a 9 and the second position blank. Probable Cause: 　a.　This error occurred because something went wrong with the automatic update of MOCAS. 　b.　There is erroneous data in MOCAS. Corrective Action: 　a.　Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. 　b.　Delete the modification from the unvalidated list. 　c.　Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

B20 STR-DELIVERY SCHEDULE DATE APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	This field does not contain a U followed by blanks or a valid date.
	
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

B21 STR-DELIVERY SCHEDULE QUANTITY (APPEARS ON THE NBG SUPPLIES SCHEDULE DATA RECORD)	The field does not contain numerics, or a U followed by blanks.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

B22 STR-ACRN (APPEARS ON THE NBG SUPPLIES SCHEDULE DATA RECORD)	The field does not contain two alpha-numerics, a U or a 9 followed by a blank.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B23 STR-TRANSPORTATION PRIORITY
(APPEARS ON THE NBG SUPPLIES SCHEDULE DATA RECORD)

Transportation Priority was not equal to 1, 2, 3, 4, or blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B24 STR-MILSTRIP DATA
APPEARS ON THE NBG
(SUPPLIES SCHEDULE DATA RECORD)

Was not blank or did not pass the following validation: First position must be A-F, H, J-N, P-W, Z or 0-9, pos. 2-6 must be filled, pos. 7-10 must be Julian date with one position year, pos. 11-14 must be alphanumeric, and pos. 15 may be blank but if it contains data, the first 14 positions must contain data.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. An invalid MILSTRIP number was entered on the MOD.
   c. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	Corrective Action:
	a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	b. Delete the modification from the unvalidated list.
	c. Input the modification online in MOCAS.
	d. If the invalid MILSTRIP number was entered on the modification, issue a modification correcting the MILSTRIP number and enter only the modification inventory data in MOCAS.
B25 STR-CONTRACT LINE ITEM NUMBER (APPEARS ON THE NBG SUPPLIES SCHEDULE DATA RECORD)	The first four positions of the CLIN/Sub-CLIN for Exhibit field were not blank or numeric.
	Probable Cause:
	a. This error occurred because something went wrong with the automatic update of MOCAS.
	b. There is erroneous data in MOCAS.
	Corrective Action:
	a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	b. Delete the modification from the unvalidated list.
	c. Input the modification online in MOCAS.
B26 ***STR-CONTRACT SUBLINE APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	The last two positions of the CLIN/Sub-CLIN for Exhibit field were not blank or alphabetic.
	Probable Cause: This error occurred because something went wrong with the automatic update of MOCAS.
	Corrective Action: This is an acceptable error. However, the contract should be corrected in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

B27 STR-NEW ELIN
APPEARS ON THE NBD
(ACCOUNTING CLASSIFICATION
TRAILER ERRORS)
	The first position must be an alpha and positions two to four must be numeric or alpha, excluding I and O.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

B30 STR-CLIN/ELIN
APPEARS ON THE NBH
(SERVICES LINE ITEM DATA
RECORD)
	The CLIN/ELIN is not valid. Must be 4 numerics, 4 numerics followed by 2 alphas; or the first position an alpha and 2-4 numerics or 2-4 alphas.
	
	Probable Cause:
	   a. Something went wrong with the automatic update of MOCAS.
	   b. The modification contains an invalid CLIN/ELIN.
	   c. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Research the problem and if the automatic update of MOCAS was the problem follow steps d-e below.
	   b. If the problem was caused by erroneous data on in MOCAS correct MOCAS and follow steps d-e below.
	   c. If the problem was caused by erroneous data on the modification, issue a new modification to correct the error and after deleting the modification from the unvalidated list, process the modification inventory record.
	   d. Delete the modification from the unvalidated list.
	   e. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
B31 STR-DESCR-SVC APPEARS ON THE NBH (SERVICE LINE ITEM DATA RECORD)	Cannot be blank. Probable Cause: 　a.　This error occurred because something went wrong with the automatic update of MOCAS. 　b.　There is erroneous data in MOCAS. Corrective Action: 　a.　Determine why the modification rejected.　If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below.　If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. 　b.　Delete the modification from the unvalidated list. 　c.　Input the modification online in MOCAS.
B33 STR-ACRN APPEARS ON THE NBH (SERVICES LINE ITEM DATA RECORD)	The first four positions of the CLIN/ Sub-CLIN for Exhibit field were not blank or numeric. Probable Cause: 　a.　This error occurred because something went wrong with the automatic update of MOCAS. 　b.　There is erroneous data in MOCAS. Corrective Action: 　a.　Determine why the modification rejected.　If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below.　If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. 　b.　Delete the modification from the unvalidated list. 　c.　Input the modification online in MOCAS.
B34 STR-SERVICE COMPLETION DATE (APPEARS ON THE NBH SERVICES LINE ITEM DATA RECORD)	The first four positions of the CLIN/ Sub-CLIN for Exhibit field were not blank or numeric. Probable Cause: 　a.　This error occurred because something went wrong with the automatic update of MOCAS. 　b.　There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B35 STR-TOTAL ITEM AMOUNT APPEARS ON THE NBH (SERVICES LINE ITEM DATA RECORD)

The amount field does not contain a U or an N in the first position and is not numeric.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B40 STR-PAYMENT CURRENCY APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values are blank, C, or O.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Delete the modification from the unvalidated list. c. Input the modification online in MOCAS.
B41 STR-IBOP-IND APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values are blank or K. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS. b. There is erroneous data in MOCAS. Corrective Action: a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. b. Delete the modification from the unvalidated list. c. Input the modification online in MOCAS.
B42 STR-IBOP-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values are blank or P. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS. b. There is erroneous data in MOCAS. Corrective Action: a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below. b. Delete the modification from the unvalidated list. c. Input the modification online in MOCAS.
B43 STR-IBOP-CNTRY-CD APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values are blank or two alpha-numerics. Probable Cause: a. This error occurred because something went wrong with the automatic update of MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B44 STR-IBOP-CTGY-CD APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values are blank or A-H, J-N, P-V, or 8.

   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.
Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B45 STR-WIP-CEIL-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values are blank or numerics.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.
   c. When executing the modification in the ACO Module, the filler for the progress payment clauses was not entered.

Corrective Action:
   a. Determine why the modification rejected.
   b. If rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

   c. If it rejected due to something going wrong with the automatic update to MOCAS or because the modification was executed incorrectly in the ACO MOD Module, follow steps d-e below.
   d. Delete the modification from the unvalidated list.
   e. Input the modification online in MOCAS.

B46 STR-US-WIP-PAYMT-PCT
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

Valid values are blank or numerics.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.
   c. When executing the modification in the ACO Module, the filler for the progress payment clauses was not entered.

Corrective Action:
   a. Determine why the modification rejected.
   b. If rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
   c. If it rejected due to something going wrong with the automatic update to MOCAS or because the modification was executed incorrectly in the ACO MOD Module, follow steps d-e below.
   d. Delete the modification from the unvalidated list.
   e. Input the modification online in MOCAS.

B47 STR-US-WIP-RCOUPMT-PCT
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

Valid values are blank or numerics.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.
   c. When executing the modification in the ACO Module, the filler for the progress payment clauses was not entered.

Corrective Action:
   a. Determine why the modification rejected.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

   b. If rejected due to erroneous
data in MOCAS, correct the MOCAS data
and follow steps d-e below.
   c. If it rejected due to something
going wrong with the automatic update
to MOCAS or because the modification
was executed incorrectly in the ACO MOD
Module, follow steps d-e below.
   d. Delete the modification from the
unvalidated list.
   e. Input the modification online in
MOCAS.

B48 STR-FMS-WIP-PAYMT-PCT
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

Valid values are blank or numerics.

Probable Cause:
   a. This error occurred because
something went wrong with the
automatic update of MOCAS.
   b. There is erroneous data
in MOCAS.
   c. When executing the modification
in the ACO Module, the filler for the
progress payment clauses was not
entered.

Corrective Action:
   a. Determine why the modification
rejected.
   b. If rejected due to erroneous
data in MOCAS, correct the MOCAS data
and follow steps d-e below.
   c. If it rejected due to something
going wrong with the automatic update
to MOCAS or because the modification
was executed incorrectly in the ACO MOD
Module, follow steps d-e below.
   d. Delete the modification from the
unvalidated list.
   e. Input the modification online in
MOCAS.

B49 STR-FMS-WIP-RCOUPMT-PCT
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

Valid values are blank or numerics.

Probable Cause:
   a. This error occurred because
something went wrong with the
automatic update of MOCAS.
   b. There is erroneous data
in MOCAS.
   c. When executing the modification
in the ACO Module, the filler for the
progress payment clauses was not
entered.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected.
	  b. If rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
	  c. If it rejected due to something going wrong with the automatic update to MOCAS or because the modification was executed incorrectly in the ACO MOD Module, follow steps d-e below.
	  d. Delete the modification from the unvalidated list.
	  e. Input the modification online in MOCAS.

B50 R/D-WIP-CEIL-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	If the WIP Ceiling Percentage contains data than U.S. WIP Payment Percentage and U.S. WIP Recoupment Percentage, and/or the FMS WIP Payment Percentage and FMS WIP recoupment Percentage must contain data.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B51 R/D-US-WIP-PAYMT-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	If the U.S. WIP Payment Percentage contains data then the U.S. WIP Recoupment Percentage and the WIP Ceiling Percentage must contain data.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B52 R/D-US-WIP-RECOUPMT-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

If the U.S. WIP Recoupment Percentage contains data then the U.S. WIP Payment Percentage and the WIP Ceiling Percentage must contain data.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B53 R/D-FMS-WIP-PAYMT-PCT APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

If the FMS WIP Payment Percentage contains data then the FMS WIP Recoupment Percentage and the WIP Ceiling Percentage must contain data.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps

b-c below. If it rejected due to
something going wrong with the
automatic update to MOCAS, follow
steps b-c below.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online in
MOCAS.

B54 R/D-FMS-WIP-RECOUPMT-PCT   If the FMS WIP Recoupment Percentage
APPEARS ON THE NBJ   contains data then the FMS WIP Payment
(PROVISIONS DATA RECORD)   Percentage and the WIP Ceiling Percent-
                                age must contain data.

                                Probable Cause:
                                   a. This error occurred because
                                something went wrong with the automatic
                                update of MOCAS.
                                   b. There is erroneous data in MOCAS.

                                Corrective Action:
                                   a. Determine why the modification
                                rejected. If it rejected due to
                                erroneous data in MOCAS, correct
                                the MOCAS data and follow steps
                                b-c below. If it rejected due to
                                something going wrong with the
                                automatic update to MOCAS, follow
                                steps b-c below.
                                   b. Delete the modification from the
                                unvalidated list.
                                   c. Input the modification online in
                                MOCAS.

B55 STR-FEE-AMT-PAYBL-CONTRR   The fee amount payable to the
APPEARS ON THE NBJ   contractor. Must be blank or all
(PROVISIONS DATA RECORD)   numerics.

                                Probable Cause:
                                   a. This error occurred because
                                something went wrong with the automatic
                                update of MOCAS.
                                   b. There is erroneous data in MOCAS.

                                Corrective Action:
                                   a. Determine why the modification
                                rejected. If it rejected due to
                                erroneous data in MOCAS, correct
                                the MOCAS data and follow steps
                                b-c below. If it rejected due to
                                something going wrong with the
                                automatic update to MOCAS, follow
                                steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. Delete the modification from the unvalidated list.
 c. Input the modification online in MOCAS.

B56 STR-CST-AMT-PAYBL-CONTRR
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

The cost amount payable to the contractor. Must be blank or all numerics.

Probable Cause:
 a. This error occurred because something went wrong with the automatic update of MOCAS.
 b. There is erroneous data in MOCAS.

Corrective Action:
 a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
 b. Delete the modification from the unvalidated list.
 c. Input the modification online in MOCAS.

B57 STR-AFO-AUDTR-ACO-APRVL
APPEARS ON THE NBJ
(PROVISIONS DATA RECORD)

Must be blank, A, B, C, E, F, G, or H. If the first position is blank, pos. 2-3 must be blank. If the second position is blank, pos. 3 must be blank.

Probable Cause:
 a. This error occurred because something went wrong with the automatic update of MOCAS.
 b. There is erroneous data in MOCAS.

Corrective Action:
 a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
 b. Delete the modification from the unvalidated list.
 c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
B58 STR-MAND-REVIEW-CONTR APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Must be blank, 3, 4, 5, 6, or 9. If the first position is blank, pos. 2-3 must be blank. If the second position is blank, pos. 3 must be blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B59 STR-FOB-DESTN-EVDNC-SHP-RQ APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank or a T.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B60 STR-FOB-ORIG-MINM-SIZE-SHP APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank or a F.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B61 STR-TRNSP-FRT-CHRG-AUTH APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values for this field are a blank, F, Y, or P.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B62 STR-PKG-CHRG-AUTH APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values for this field are a blank or a P.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B63 STR-GUAR-MAX-SHPG-WT-DIMS APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values for this field are a blank or a G.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

B64 STR-VAL-ENG-CLAUSE-IND APPEARS ON THE NBJ (PROVISIONS DATA RECORD)

Valid values for this field are a blank, V, or Y.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

B65 STR-LQUD-DAMG-CHRG-AUTH APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank or an A.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B66 STR-NAME-ADRS-IND APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank, R, N, or C.
	
	Probable Cause:
	This error occurred because something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the rejected modification from the unvalidated lis.
	  b. Input the modificaation online in MOCAS.

B67 STR-PAT-RYLTY-TECH-DATA-RQ APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank, B, G, R, T, V, W, or Y.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Delete the modification from the unvalidated list. c. Input the modification online in MOCAS.

B68 STR-SPECIAL TOOLING APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are a blank or a S.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

B69 STR-INSP-ACPT-FOB-CD APPEARS ON THE NBJ (PROVISIONS DATA RECORD)	Valid values for this field are 1, 2, 3, 4, 5, B, K, C, L, N, 6, 7, 8, 9, or D.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

B80 STR-LQUD-DAMG-IND
APPEARS ON THE NAL OR NBL
(SUPPLEMENTAL LINE ITEM DATA
RECORD)

The liquidated damages indicator is not blank or A.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online in MOCAS.

B81 STR-FIN-ACTN-CD
APPEARS ON THE NAL OR NBL
(SUPPLEMENTAL LINE ITEM DATA
RECORD)

The financial action code is not blank, 3, or 4.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online in MOCAS.

B82 STR-WHLD-CD
APPEARS ON THE NAL OR NBL
(SUPPLEMENTAL LINE ITEM DATA
RECORD)

The withhold code is not blank, A, or B.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B83 STR-FRST-ART-ACC-DT APPEARS ON THE NAL OR NBL (SUPPLEMENTAL LINE ITEM DATA RECORD)

The first article action date is not blank or a valid date.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

B84 STR-ACRN APPEARS ON THE NAL OR NBL (SUPPLEMENTAL LINE ITEM DATA RECORD)

The ACRN cannot be blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

     b. Delete the modification from the unvalidated list.
     c. Input the modification online in MOCAS.

B85 STR-INSP/ACCPT CODE
APPEARS ON THE NAL OR NBL
(SUPPLEMENTAL LINE ITEM DATA
RECORD)

The inspection/acceptance code is not SS, DD, SD, DS, LT, NO, ZZ, CC, OT, or OC.

Probable Cause:
     a. This error occurred because something went wrong with the automatic update of MOCAS.
     b. There is erroneous data in MOCAS.

Corrective Action:
     a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
     b. Delete the modification from the unvalidated list.
     c. Input the modification online in MOCAS.

B90 STR-BATCH CONTROL NUMBER
APPEARS ON THE NBN
(ADMIN DATA RECORD)

This field is system generated.

Probable Cause:
     a. This error occurred because something went wrong with the automatic update of MOCAS.
     b. There is erroneous data in MOCAS.

Corrective Action:
     a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
     b. Delete the modification from the unvalidated list.
     c. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

B92 STR-SCRTY-CLSN-CD APPEARS ON THE NBN (ADMIN DATA RECORD)	This field should be blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B93 STR-RECEIVED DATE APPEARS ON THE NBN (ADMIN DATA RECORD)	Either the contract received date is greater than the cycle date or the date is invalid. This field should be blank on a MOD.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B94 STR-FINL-DEL-SCHED-DT APPEARS ON THE NBN (ADMIN DATA RECORD)	The FDD is an invalid date.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B96 STR-ACO-CD
APPEARS ON THE NBN
(ADMIN DATA RECORD)
	This should always be blank for a modification.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online in MOCAS.

B97 - STR-INDUS-SPCLST-CD
APPEARS ON THE NBN
(ADMIN DATA RECORD)
	This should always be blank for a MOD.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct
	
	the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Delete the modification from the unvalidated list. c. Input the modification online in MOCAS.

B98 – STR-PROPTY-ADMIN-CD
APPEARS ON THE NBN
(ADMIN DATA RECORD)
	This field must be blank or alpha-numeric.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

B99 – STR-UNILATERAL INDICATOR
APPEARS ON THE NBN
(ADMIN DATA RECORD)
	This field must be blank or a U.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online in MOCAS.

C00 STR-COMMODITY CODE
APPEARS ON THE NBN
(ADMIN DATA RECORD)
	This field must contain a valid commodity code.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

C01 STR-CAR-PART-NO APPEARS ON THE NBN (ADMIN DATA RECORD)

This field is system generated.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online in MOCAS.

C02 STR-CAR-SEC-NO APPEARS ON THE NBN (ADMIN DATA RECORD)

This field should always be blank.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

C03 STR-PROD-SURV-CD
APPEARS ON THE NBN
(ADMIN DATA RECORD)

This one position field was not blank, 1 through 3 or 5 through 9.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

C04 STR-DEPARTMENT CODE
APPEARS ON THE NBN
(ADMIN DATA RECORD)

This field should always be blank on a modification.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

C05 STR-BUYING ACTIVITY CODE
APPEARS ON THE NBN
(ADMIN DATA RECORD)

This field should always be blank on a modification.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

C06 STR-QUANTITY VARIANCE OVER APPEARS ON THE NBN (ADMIN DATA RECORD)

This field is not blank, the first position numeric and the second position alphanumeric; or the first position a 9 and the second position blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

C07 STR-QUANTITY VARIANCE UNDER APPEARS ON THE NBN (ADMIN DATA RECORD)

This field is not blank, the first position numeric and the second position alphanumeric; or the first position a 9 and the second position blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online.

C08 STR-LISSR-DEL-CD APPEARS ON THE NBN (ADMIN DATA RECORD)	This field is not blank.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online.

C20 STR-FINAL ACCEPTANCE DATE APPEARS ON THE NAR (REMARKS RECORD)	The final acceptance date in the R2 remark is not a valid date.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online.

C21 STR-EST-CONTR-CLSG-DATE APPEARS ON THE NAR (REMARKS RECORD)	The estimated closing date in the R2 remark is not a valid date.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

C22 STR-R2-RSN-CDS APPEARS ON THE NAR (REMARKS RECORD)	Field is blank when the estimated closing date contains a date or it contains an invalid code.

	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

C23 STR-DT-FRST-SHOWN APPEARS ON THE NAR (REMARKS RECORD)	The date first shown on the R3 record must be in the following format: YY MMM DD.

	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

	Corrective Action: a. Determine why the modification rejected. If it rejected due to

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

erroneous data in MOCAS, correct
the MOCAS data and follow steps
b-c below. If it rejected due to
something going wrong with the
automatic update to MOCAS, follow
steps b-c below.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online.

C24 STR-R3-RSN-CDS
APPEARS ON THE NAR
(REMARKS RECORD)

The R3 reason codes are not valid.

Probable Cause:
   a. This error occurred because
something went wrong with the automatic
update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification
rejected. If it rejected due to
erroneous data in MOCAS, correct
the MOCAS data and follow steps
b-c below. If it rejected due to
something going wrong with the
automatic update to MOCAS, follow
steps b-c below.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online.

C33 STR-TYPE OF DOCUMENT
APPEARS ON THE NAR
(REMARKS RECORD)

Type of Document was not a 2 or 5.

Probable Cause:
   a. This error occurred because
something went wrong with the automatic
update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification
rejected. If it rejected due to

erroneous data in MOCAS, correct
the MOCAS data and follow steps
b-c below. If it rejected due to
something going wrong with the
automatic update to MOCAS, follow
steps b-c below.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

C34 STR-DATE FORWARDED APPEARS ON THE NAR (REMARKS RECORD)	The Date Forwarded, which appears on the R8 remark, is not valid. It must be in YY MMM DD format.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online.

C35 STR-DATE-DELINQUENT APPEARS ON THE NAR (REMARKS RECORD)	The Date Delinquent, which appears on the R8 remark, is not valid. It must be in YY MMM DD format.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.
	
	Corrective Action:
	   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	
	   b. Delete the modification from the unvalidated list.
	   c. Input the modification online.

C36 STR-FORECASTED DATE APPEARS ON THE NAR (REMARKS RECORD)	The Forecasted Date, which appears on the R8 remark, is not valid. It must be in YY MMM DD format.
	
	Probable Cause:
	   a. This error occurred because something went wrong with the automatic update of MOCAS.
	   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

C37 STR-KNEW DATE
APPEARS ON THE NAR
(REMARKS RECORD)

The KNEW Date, which appears on the R8 remark, is not valid. It must be in YY MMM DD format.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

C43 STR-CITY
APPEARS ON THE NBS
(PAYEE ADDRESS RECORD)

The City field is blank.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

C44 STR-STATE
APPEARS ON THE NBS
(PAYEE ADDRESS RECORD)
	The State field is blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

C45 STR-US-ZIP CODE
APPEARS ON THE NBS
(PAYEE ADDRESS RECORD)
	If the state does not contain CAN for Canada, the ZIP Code must be numeric or 1-5 numeric and 6-9 blank.
	
	Probable Cause:
	  a. This error occurred because something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

C46 STR-CANADIAN ZIP CODE
APPEARS ON THE NBS
(PAYEE ADDRESS RECORD)
	CAN (Canada) is in the State field and the ZIP Code entered is not in the following format: ANA_NAN_ Where A = alpha, N = numeric, and _ = space.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. The modification contains an invalid Canadian ZIP Code.
	  c. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Research to determine if the ZIP Code is valid.
	  b. If it is valid and the automatic update of MOCAS went wrong, follow steps e-f below.
	  c. If it is invalid, issue another modification correcting the ZIP Code and follow steps below. When inputting the modification online, input every-thing except this change.
	  d. If the data in MOCAS is erroneous, correct MOCAS and follow steps e-f below.
	  e. Delete the modification from the unvalidated list.
	  f. Input the modification online.

001 DUP SCHED DATA IN ABSTR APPEARS ON THE NBN (ADMIN DATA RECORD)	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

002 DUP LINE ITEM DATA IN ABSTR APPEARS ON THE NBN (ADMIN DATA RECORD)	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

003 DUP FINANCIAL DATA IN ABSTR APPEARS ON THE NBN (ADMIN DATA RECORD)	Two accounting classification level records with the same control data came in. The second will overlay the first, so only the second record will appear on the reject report.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

004 DUP CONTRACT DATA IN ABSTR APPEARS ON THE NBN (ADMIN DATA RECORD)	Two contract level records with the same control data came in. The second will overlay the first, so only the second record will appear on the reject report.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

005 DUP NAR/NAS RCD IN ABSTR APPEARS ON THE NBN (ADMIN DATA RECORD)	Two NAR or NAS records with the same control data came in. The second will overlay the first so only the second record will appear on the reject report.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

006 DUPLICATE RECORD APPEARS ON VARIOUS RECORDS DEPENDING ON WHICH ONE IS DUPLICATED	Probable Cause:
	  a. The action taken on the modification duplicates a record already on the data base because a change was made to MOCAS after the modification was initiated/sent to MOCAS via the automatic update of MOCAS but before the batch cycle ran.
	  b. Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Research to determine why the error appeared.
	  b. If it appeared because something went wrong with the automatic update of MOCAS, follow steps d-e below.
	  c. If it appeared because something changed in MOCAS after the modification was sent to MOCAS, but before the batch cycle ran, determine the impact of the change and if another modification is necessary. Then follow steps d-e below.
	  d. Delete the modification from the unvalidated list.
	  e. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

009 F/C-UNMATCHED TO INVENTORY APPEARS ON THE NBN (ADMIN DATA RECORD)	Probable Cause: There is no matching inventory record because the inventory record (NBT) rejected.
	
	Corrective Action:
	  a. Determine why the inventory record rejected.
	  b. Input the modification online, including the inventory record.

012 *F/C-MOD/CORR/NET W/OUT BASIC APPEARS ON THE NBT (INVENTORY UPDATE)	The modification does not match a contract currently on the data base.
	
	Probable Cause:
	  a. The contract was deleted after the modification was processed.
	  b. Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Research to determine what happened to the contract.
	  b. If the contract was erroneously deleted, have the contract and modification input online.
	
	  c. If something went wrong with the automatic update of MOCAS so the contract number was erroneous have the modification input online.

013 *CLOSED CONTRACT	Probable Cause: The contract closed after the modification was initiated.
	
	Corrective Action:
	  a. Research to determine if the contract should be closed.
	  b. If the contract was erroneously closed, have the contract reopened.
	  c. Input the modification online.

014 *F/C-MOD TO UNPROC CONTR APPEARS ON THE NBT (INVENTORY UPDATE)	The contract is on the suspense file. Note: The NBT (inventory record) will be processed and the modification will be added to the backlog. Probable Cause: The contract came in via EDI or MILSCAP and has not yet been processed.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine if DFAS has a hard copy of the contract. If they do not, then send them a copy so that the contract can be processed. If DFAS has a copy of the contract, ask them to process it.
	
	  b. After the contract has been processed, input the modification online.

023 *STR-PIIN MUST BE 13 POS
APPEARS ON THE NBT
(INVENTORY UPDATE)
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow step b below. If it rejected due to something going wrong with the automatic update to MOCAS, follow step b below.
	  b. Input the modification online.

024 *F/C-PUR OFF NOT VALID
APPEARS ON THE NBT
(INVENTORY UPDATE)
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow step b below. If it rejected due to something going wrong with the automatic update to MOCAS, follow step b below.
	  b. Input the modification online.

027 *STR-FISCAL YEAR NOT
NUMERIC
APPEARS ON THE NBT
(INVENTORY UPDATE)
	The PIIN fiscal year (pos. 7-8 of the contract number) were not numeric.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow step b below. If it rejected due to something going wrong with the automatic update to MOCAS, follow step b below.
   b. Input the modification online.

028 *STR-SER NO I, O, OR SPACE
APPEARS ON THE NBT
(INVENTORY UPDATE)

The PIIN serial number (pos. 10-13 of the contract number) contain an I, O, or space.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow step b below. If it rejected due to something going wrong with the automatic update to MOCAS, follow step b below.
   b. Input the modification online.

029 *STR-SPIIN ON NBT
APPEARS ON THE NBT
(INVENTORY UPDATE)

The SPIIN field does not contain 6 positions of data (the modification number) excluding the ---- (dashes) and blanks.

Probable Cause:
Something went wrong with the automatic update of MOCAS.

Corrective Action:
Input the modification online.

030 *STR-PIIN TYPE
APPEARS ON THE NBT
(INVENTORY UPDATE)

The PIIN Type (the ninth position of the contract number) contained an I, O, X, Y, Z.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
032 *STR-MOD TO CALL/ORDER APPEARS ON THE NBT (INVENTORY UPDATE)	The first four positions of the SPIIN do not contain data even though the last two do. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.
034 *STR-MOD NO BLANK ON CALL APPEARS ON THE NBT (INVENTORY UPDATE)	The last two positions of the SPIIN field are blank on an order/call. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.

036 *F/C-CAO ORG CODE APPEARS ON THE NBT (INVENTORY UPDATE)	The CAO ORG Code does not match the UNBA05N File.
	
	Probable Cause:
	  a. The file is not updated.
	  b. Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. If the file needs to be updated, report a problem to DMC through the appropriate channels.
	  b. Input the modification online.

037 *STR-MOD NO INVALID APPEARS ON THE NBT (INVENTORY UPDATE)	The SPIIN field does not contain a six position modification number. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.

041 *F/C-DUP TO INVENTORY APPEARS ON THE NBT (INVENTORY UPDATE)	The modification duplicates a modification already on the data base.
	
	Probable Cause:
	  a. The modification was direct input into MOCAS.
	  b. A modification was issued with a number that duplicated an already issued modification.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. If the error occurred because the modification was directly input into MOCAS, take no further action.
	  b. If the error occurred because of a duplicate modification number, issue another modification to correct the duplicate modification number and input the rejected modification into MOCAS using the correct modification number.

045 *STR-REOPEN SECT NO APPEARS ON THE NBT (INVENTORY UPDATE)	The Reopen Section Number was not blank. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.
046 *F/C-RGS CODE APPEARS ON THE NBT (INVENTORY UPDATE)	The system should generate a 98 in this field. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.
047 *STR-BACK AGING DT APPEARS ON THE NBT (INVENTORY UPDATE)	The backlog aging date should be the cycle date the automatic update of MOCAS was processed. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.
048 *STR-FORCE THRU APPEARS ON THE NBT (INVENTORY UPDATE)	The Force-Thru-Code should always be blank. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
049 *STR-ACTION CD (NAT/NBT) APPEARS ON THE NBT (INVENTORY UPDATE)	The Action Code must be blank. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.

057 INVALID-ACO-CDD-RMKS-INPUT APPEARS ON THE NBR (REMARKS RECORD)	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automated update to MOCAS, follow steps b-c below.
	  b. Delete the rejected modification from the unvalidated list.
	  c. Input the modification online.

064 *STR-NAR-RCD-IND-CD APPEARS ON THE NAR (REMARKS RECORD)	The Record Indicator Code was not 1-9. Probable Cause: Something went wrong with the automatic update of MOCAS. Corrective Action: Input the modification online.

066 STR-NAS-RCD-IND-CD APPEARS ON THE NBS (PAYEE ADDRESS RECORD)	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated transaction list.
	  b. Input the modification online.

067 *INVALID CHANGE OR DELETE	A change or delete transaction has been processed that did not match a record on the data base.
	
	Probable Cause:
	  a. A change was made to MOCAS after the modification was initiated/sent to MOCAS via the automatic update of MOCAS but before the batch cycle ran.
	  b. Something went wrong with the automatic update of MOCAS.

    c. Two modifications were processed in the same cycle which changed the data elements.

Corrective Action:
    a. If the error is caused by a change being made to MOCAS, determine why MOCAS changed and if another modification needs to be issued as a result of the change.
    b. In all cases, delete the modification from the unvalidated list.
    c. Input the modification online.

068 *INVALID ADD TRANS

An add transaction has been processed that matched a record on the data base.

Probable Cause:
    a. A change was made to MOCAS after the modification was initiated/sent to MOCAS via the automatic update of MOCAS but before the batch cycle ran.
    b. Something went wrong with the automatic update of MOCAS.

Corrective Action:
    a. If the error is caused by a change being made to MOCAS, determine why MOCAS changed and if another modification needs to be issued as a result of the change.
    b. In either case, delete the modification from the unvalidated list.
    c. Input the modification online.

069 R/D-NAS RCD WITHOUT N&A APPEARS ON THE NBS (PAYEE ADDRESS RECORD)

Probable Cause:
    a. Something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

070 R/D - MULTIPLE INVALID ACTIONS

You attempted to perform logically inconsistent actions.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

071 MOD/CORR WITH APPROP APPEARS ON THE NBC (APPROPRIATION RECORD)

The NBC record did not have blanks in the appropriation field.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

072 R/D-CRA/NBS/NES LINE APPEARS ON THE NBS (PAYEE ADDRESS RECORD)

Probable Cause:
This error appeared because the modification added a remittance address when there was already a CAGE in the contract remittance address field.

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

073 *UNMATCHED DELETE

You are attempting to delete a record which does not exist.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. The record existed at the time the modification was initiated/signed but no longer exists. This may be due to two modifications being processed in the same cycle against the same contract.

Corrective Action:
   a. Research and determine why the error occurred. If it occurred because something went wrong with the automatic update of MOCAS, follow steps c-d below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. If the error occurred because the item has been deleted in MOCAS, follow steps c-d below but do not process the action which has been deleted.
   c. Delete the modification from the unvalidated list.
   d. Input the modification online.

077 R/D RECORD REQUIRES NAJ/ NAL
APPEARS ON THE NBF
(SUPPLY LINE ITEM DATA RECORD # 2)

All NAF and NAH records must have a matching NAJ or NAL record input as a minimum.

Probable Cause:
Something went wrong with the automatic update of MOCAS.

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

080 ADRS LINE EXCEEDS 28 POS
APPEARS ON THE NBS OR NAS
(PAYEE ADDRESS RECORD)

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. If the error appears on the NAS, it is in MOCAS with more than 28 positions.

Corrective Action:
   a. Determine why the error occurred. If it occurred because of data in MOCAS have the MAF corrected and follow steps c-d below.
   b. If it occurred because something went wrong with the automatic update of MOCAS follow steps c-d below.
   c. Delete the modification from the unvalidated list.
   d. Input the modification online.

200 F/C-ISSUED BY
APPEARS ON THE NB1
(MODIFICATION HEADER RECORD)

The issued by does not contain the DoDAAC associated with this contract.

Probable Cause:
   a. A CAGE transfer was run which transferred this contract to another administration office.
   b. The administration office for this contract was incorrectly changed in MOCAS.
   c. Something went wrong with the automatic update of MOCAS.

Corrective Action:
   a. Determine why the problem occurred.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

   b. If MOCAS has the incorrect information, correct MOCAS and process the modification.
   c. In all other cases, input the modification online.

210 F/C-CONTRR-REMIT-ADRS APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD)

The contractor remittance address was not blank or a valid CAGE Code. Since the ACO Module does not let you enter a CAGE, this should always be blank.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

212 F/C-ADMINISTERED BY APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD #1)

The ADMIN-BY on the contract is blank.

Probable Cause:
   a. The data in MOCAS is erroneous.
   b. The automatic update of MOCAS did not work correctly.

Corrective Action:
   a. Research and determine why the error occurred. If it occurred because the data in MOCAS is erroneous, fix the erroneous data and follow steps c-d below.
   b. If the error occurred because something went wrong with the automatic update of MOCAS follow steps c-d below.
   c. Delete the modification from the unvalidated list.
   d. Input the modification online.

213 F/C-CAO CODE-H8 FILE APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD #1)

The contractor ID does not belong to the administration office.

Probable Cause:
   a. The CAGE has been transferred to another office since the modification was initiated.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b.   The ADRS is incorrect.
c.   The automatic update of MOCAS did not work correctly.

Corrective Action:
a.   Research and determine why the error occurred. If the CAGE has been correctly transferred to another office, it will be necessary to issue another modification canceling this modification. In this case, delete the modification from the unvalidated list and process only the header data online.
b.   If the ADRS is incorrect, have it corrected and then follow steps d-e below.
c.   If the EDI transmission did not work follow steps d-e below.
d.   Delete the modification from the unvalidated list.
e.   Input the modification online.

214 F/C-CONTRACTORS FACILITY APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD #1)

The contractor facility was not blank, a 9, or a valid CAGE.

Probable Cause:
a.   The CAGE has been deleted since the modification was initiated.
b.   The automatic update of MOCAS did not work correctly.

Corrective Action:
a.   Research and determine why the Facility Code was incorrect. If it has been deleted since the modification was initiated follow steps c-d and write another modification to correct this modification.
b.   If the EDI transmission did not work follow steps c-d below.
c.   Delete the modification from the unvalidated list.
d.   Input the modification online.

215 F/C-CONTRR-IDENT-CODE APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD # 1)

The contractor ID was not a valid CAGE.

Probable Cause:
a.   The CAGE has changed since the modification was initiated or
b.   The automatic update of MOCAS did not work correctly.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Research and determine why the CAGE was incorrect. If it has changed since the modification was initiated follow steps c-d and write another modification to correct this modification.
	  b. If the EDI transmission did not work follow steps c-d below.
	  c. Delete the modification from the unvalidated list.
	  d. Input the modification online.

220 F/C PAYING OFFICE APPEARS ON THE NBA (ADMINISTRATIVE DATA RECORD # 1)	The paying office is not a valid DoDAAC.
	
	Probable Cause:
	  a. The paying office changed since the modification was initiated and the old paying office DoDAAC was deleted from the ADRS.
	  b. Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.
	  c. It will be necessary to issue a correcting modification only if this modification changed the paying office.

232 F/C-CAO-ORG-CD APPEARS ON THE NBN (ADMIN DATA RECORD)	The ORG Code is not valid.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

240 F/C BOA/BPA-NOT-ON-FILE APPEARS ON THE NBJ RECORD (PROVISIONS DATA RECORD)	The delivery order/call being modified does not have a BOA/BPA in the system and the name and address indicator is not R or N.
	
	Probable Cause:
	  a. Erroneous data in MOCAS.
	  b. The automatic update of MOCAS did not work correctly.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Research the problem and if the automatic update of MOCAS was the problem follow steps c-d below.
   b. If the problem was caused by erroneous data in MOCAS, correct MOCAS and follow steps c-d below.
   c. Delete the modification from the unvalidated list.
   d. Input the modification online.

250 F/C-CPN-RCPNT (A, AF, DLA) APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)

Must be a valid DoDAAC.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

251 F/C-CPN-RCPNT (NAVY) – BLANK
APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)

Must be blank for Navy appropriations.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

252 F/C-APPROPRIATION UNMATCHED APPEARS ON THE NAC (ACCOUNTING CLASSIFICATION RECORD)	Did not match the appropriation master file.
	
	Probable Cause:
	    a. This error occurred because something went wrong with the automatic update of MOCAS.
	    b. There is erroneous data in MOCAS.
	
	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online.

270 F/C-NSN Z REQ VALID DODDAD National APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	If the first position of the Stock Number is Z it must be followed by a valid DoDAAC.
	
	Probable Cause:
	    a. Something went wrong with the automatic update of MOCAS.
	    b. There is erroneous data in MOCAS.
	
	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online.

272 F/C - INV DEL, QTY SHPD NOT ZERO APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	A CLIN cannot be deleted if part of it has shipped.
	
	Probable Cause:
	    a. Something went wrong with the automatic update of MOCAS.
	    b. Something has shipped on the CLIN since the modification was initiated.
	
	Corrective Action:
	    a. Delete the modification from the unvalidated list.
	    b. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

279 DODAAC FLAGGED FOR DELETE APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	Probable Cause: The DoDAAC is flagged for delete in MOCAS.
	
	Corrective Action:
	    a. Verify that the DoDAAC is correct.
	    b. If it is correct, contact DFAS to have the DoDAAC unflagged. After the DoDAAC has been unflagged, follow steps d-e below.
	    c. If the DoDAAC is incorrect, write a modification correcting the DoDAAC and process this modification in MOCAS as a no action modification after completing step d below.
	    d. Delete the modification from the unvalidated list.
	    e. Input the modification online.

280 F/C-SHIP-TO APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	Is not a valid DoDAAC or does not start with B, D, P, K, or T, or is not U, followed by blanks.
	
	Probable Cause:
	    a. Something went wrong with the automatic update of MOCAS.
	    b. The DoDAAC was deleted from the ADRS after the modification was initiated/signed but before the MOCAS batch cycle ran.
	
	Corrective Action:
	    a. Determine why this error occurred. If it occurred because something went wrong with the automatic update of MOCAS follow steps c-d below.
	    b. If the error occurred because the DoDAAC was deleted from MOCAS determine if the DoDAAC is still valid and if it is, have it reestablished in MOCAS. Follow steps c-d below.
	    c. Delete the modification from the unvalidated list.
	    d. Input the modification online.

281 F/C-MARK FOR APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	Must be a valid DoDAAC or start with B, D, P, K, or T or is not U followed by blanks.
	
	Probable Cause:
	    a. Something went wrong with the automatic update of MOCAS.
	    b. The DoDAAC was deleted from the ADRS after the modification was initiated/signed but before the MOCAS batch cycle ran.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why this error occurred. If it occurred because something went wrong with the automatic update of MOCAS follow steps c-d below.
  b. If the error occurred because the DoDAAC was deleted from MOCAS determine if the DoDAAC is still valid and if it is, have it reestablished in MOCAS. Follow steps c-d below.
  c. Delete the modification from the unvalidated list.
  d. Input the modification online.

282 F/C-SCHEDULE DELETE APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)

Cannot delete a schedule if a shipment has been processed against it.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. A shipment was processed after the modification was signed/initiated but before the MOCAS batch cycle ran.

Corrective Action:
  a. Determine why this error occurred. If it occurred because something went wrong with the automatic update of MOCAS follow steps c-d below.
  b. If it occurred because a shipment was processed after the modification was signed, determine if the modification is still needed. If it is still needed, follow steps c-d below. Otherwise, write a modification to cancel this modification.
  c. Delete the modification from the unvalidated list.
  d. Input the modification online.

290 F/C-ITM-R-PROJ-MGR APPEARS ON THE NBE OR NBH (SUPPLY LINE ITEM DATA RECORD #1) (SERVICES LINE ITEM DATA RECORD)

The project item manager field is not blank or a valid DoDAAC.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. Delete the modification from the unvalidated list.
   c. Input the modification online.

291 F/C-LINE-ITEM-DELETE
APPEARS ON THE NBH
(SERVICES LINE ITEM
DATA RECORD)

The CLIN has been satisfied (shipped). You cannot delete the CLIN once it has been satisfied.

Probable Cause:
   a. The automatic update of MOCAS did not work correctly.
   b. The modification erroneously deleted a CLIN that had been satisfied.

Corrective Action:
   a. Research to determine why the error occurred. If it occurred because the automatic update of MOCAS did not process correctly then follow steps c-d below.
   b. If it occurred because the modification is erroneous, issue another modification to correct this modification and follow steps c-d below except on step d, only process the modification header record.
   c. Delete the modification from the unvalidated list.
   d. Input the modification online.

345 F/C-DUP-CLIN-ELIN
APPEARS ON THE NBD
(ACCOUNTING CLASSIFICATION
TRAILER RECORD)

Cannot duplicate an existing CLIN/ELIN.

Probable Cause:
   a. This error occurred because something went wrong with the automatic update of MOCAS.
   b. A CLIN was added to MOCAS after the modification was initiated.

Corrective Action:
   a. Delete the rejected modification from the unvalidated list.
   b. Input the modification online in MOCAS.

346 F/C-CAO-ORG-CD
APPEARS ON THE NBD
(ACCOUNTING CLASSIFICATION
TRAILER RECORD)

Must match the data base at the PIIN/ SPIIN/ORG level.

Probable Cause:
This error occurred because something went wrong with the automatic update of MOCAS.

Corrective Action:
   a. Delete the rejected modification from the unvalidated list and

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Input the modification online in MOCAS.

417 STR-PQA SITE APPEARS ON THE NBF (SUPPLY LINE ITEM DATA RECORD # 2)	The PQA Site is not S or D.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

442 STR-ACPT SITE APPEARS ON THE NBF (SUPPLY LINE ITEM DATA RECORD # 2)	The Acceptance Site is not S or D.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

536 STR-NEW CLIN/ELIN APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER RECORD)	Must be numeric.
	
	Probable Cause:
	This error occurred because something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the rejected modification from the unvalidated list.
	  b. Input the modification online in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
601 R/D-ADMINISTERED BY APPEARS ON THE NB1 (MODIFICATION HEADER RECORD)	The issued by does not contain a valid DoDAAC.

601 R/D-ADMINISTERED BY
APPEARS ON THE NB1
(MODIFICATION HEADER RECORD)

The issued by does not contain a valid DoDAAC.

Probable Cause:
  a. A CAGE transfer was run which transferred this contract to another administration office.
  b. The administration office for this contract was incorrectly changed in MOCAS.
  c. Something went wrong with the automatic update of MOCAS.

Corrective Action:
  a. Determine why the problem occurred.
  b. If MOCAS has the incorrect information, correct MOCAS and process the modification and follow steps c-d below.
  c. Delete the modification from the unvalidated list.
  d. Input the modification online.

602 R/D REJ DUE TO ERR IN
PREV MOD
APPEARS ON
NBN RECORD
(ADMIN DATA RECORD)

Probable Cause:

A previous modification came in through EDI or MILSCAP and rejected.

Corrective Action:
  a. Delete both modifications from the unvalidated list.
  b. Input both modifications online.

610 R/D-NAB RECORD REQUIRED
APPEARS ON NBN RECORD
(ADMIN DATA RECORD)

All NAN/NBN records (Administrative Data Record) must have a related NAB/NBB record (Administrative Data Record #2).

Probable Cause:
Something went wrong with the automatic update of MOCAS.

Corrective Action:
  a. Delete the modification from the unvalidated list.
  b. Input the modification online.

611 R/D-NAA RECORD REQUIRED
APPEARS ON NBN RECORD
(ADMIN DATA RECORD)

All NAN/NBN records (Administrative Data Record) must have a related NAA/NBA record (Administrative Data Record #1)

Probable Cause:
Something went wrong with the automatic update of MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

612 RECORD INTEGRITY APPEARS ON THE NBN RECORD (ADMIN DATA RECORD)

R9 Remark 53 was not present on an Indefinite delivery key of contract which contained either a CLR or line items.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the error occurred. If it occurred because the data is erroneous in MOCAS, correct MOCAS and follow steps b-c below. Otherwise, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

613 R/D - NAC AND NAD REQD APPEARS ON NBN RECORD (ADMIN DATA RECORD)

ACRN information required.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

614 R/D-NAE/NAF/NAG/NAH REQD APPEARS ON NBN RECORD (ADMIN DATA RECORD)

A line item record (NAF or NAH) is required with this kind and type of contract but was not present. The only kinds of contracts which do not require line items are service and lease/ facilities or R&D cost type contracts.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

615 ***R/D SIGNATURE DATE)
EXCEEDS CYCLE DATE
APPEARS ON THE NBA
(ADMINISTRATIVE DATA)
RECORD #1)
	The signature date on the modification is later than the cycle date the modification was posted to MOCAS.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Report the problem through the appropriate channels.
	  b. Correct MOCAS with the correct signature date. No further action is necessary since this is an acceptable error.

618 R/C-NB_/PB_REQ NB1/PB1
APPEARS ON THE NB1
(MODIFICATION HEADER RECORD)
	There was not a header record (NB1) when modification records were present.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

620 STR-NAME-ADRS-LINE1
APPEARS ON THE NBS
(PAYEE ADDRESS RECORD)
	The first address line did not contain data.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. Delete the modification from the unvalidated list. c. Input the modification online.
621 R/D-LINE 3 REQ DATA IN LINE 2 APPEARS ON THE NAS or NBS (PAYEE ADDRESS RECORD)	Probable Cause: a. If the error occurred on the NBS Record, something went wrong with the automatic update of MOCAS. b. If the error occurred on the NAS Record, the error occurred because the online input allows you to enter a line 3 without a line 2. Corrective Action: a. If the error occurred on the NBS Record follow steps c-d below. b. If the error occurred on the NAS Record correct MOCAS, then follow steps c-d below. c. Delete the modification from the unvalidated list. d. Input the modification online.
622 R/D-LINE4 REQ DATA IN LINE 3 APPEARS ON THE NAS OR NBS (PAYEE ADDRESS RECORD)	Probable Cause: a. If the error occurred on the NBS Record, something went wrong with the automatic update of MOCAS. b. If the error occurred on the NAS Record, the error occurred because the online input allows you to enter a line 4 without a line 3. Corrective Action: a. If the error occurred on the NBS record follow steps c-d below. b. If the error occurred on the NAS Record correct MOCAS and then follow steps c-d below. c. Delete the modification from the unvalidated list. d. Input the modification online.
623 R/D-LINE5 REQ DATA IN LINE 4 APPEARS ON THE NAS OR NBS (PAYEE ADDRESS RECORD)	Probable Cause: a. If the error occurred on the NBS Record, something went wrong with the automatic update of MOCAS. b. If the error occurred on the NAS Record, the error occurred because the online input allows you to enter a line 5 without a line 4. Corrective Action: a. If the error occurred on the NBS Record, follow steps c-d below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

b. If the error occurred on the NAS
Record, correct MOCAS and then follow
steps c-d below.
   c. Delete the modification from the
unvalidated list.
   d. Input the modification online.

624 STR-NAME-ADRS LINE 6
APPEARS ON THE NAS OR NBS
(PAYEE ADDRESS RECORD)

Probable Cause:
   a. If the error occurred on the NBS
Record, something went wrong with the
automatic update of MOCAS.
   b. If the error occurred on the NAS
Record, the error occurred because the
online input allows you to enter a line
6 without a line 5.

Corrective Action:
   a. If the error occurred on the NBS
Record follow steps c-d below.
   b. If the error occurred on the NAS
Record correct MOCAS and then follow
steps c-d below.
   c. Delete the modification from the
unvalidated list.
   d. Input the modification online.

625 R/D-DMS-TO-CRITLY-DES-CD
APPEARS ON THE NBA
(ADMINISTRATIVE
DATA RECORD # 1)

The Criticality Designator on the NBB
Record is not an A when the first two
positions of the DMS rating are DX.

Probable Cause:
   a. The modification changed the DMS
rating and did not change the
criticality code.
   b. The modification changed the
criticality code from an A and did not
change the rating.
   c. The data pulled down from MOCAS
was mismatched.
   d. The automatic update of MOCAS did
not work correctly.

Corrective Action:
   a. Determine why the error occurred
and if another modification needs to be
issued to correct this modification.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online.

626 R/D-NAB/PAB TRLR NOT
REQD
APPEARS ON THE NBA
(ADMINISTRATIVE DATA
RECORD # 1)

Probable Cause:
The automatic update of MOCAS did
not work correctly because if the
total amount of contract did not exceed
the field size EDI should not have

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

automatically generated the trailer
record.

Corrective Action:
   a. Delete the modification from the
unvalidated list.
   b. Input the modification online.

**627 R/D-NAB/PAB TRLR IS
REQD
APPEARS ON THE NBA
(ADMINISTRATIVE DATA
RECORD # 1)**

Probable Cause:
The automatic update of MOCAS did not
work correctly because if the total
amount of contract exceeds the field
size EDI should have automatically
generated the trailer record.

Corrective Action:
   a. Delete the modification from the
unvalidated list.
   b. Input the modification online.

**633 R/D-FINL-DLVY-DT
APPEARS ON THE NBN
(ADMIN DATA RECORD)**

The final delivery date is earlier than
the signed date.

Probable Cause:
   a. Something went wrong with the
automatic update of MOCAS.
   b. The data in MOCAS is erroneous.

Corrective Action:
   a. Delete the modification from the
unvalidated list.
   b. Input the modification online.
   c. If the data in MOCAS is
erroneous, correct it.

**634 R/D-SEC-NO-REQ-RMK-REC
APPEARS ON THE NAR
(REMARKS RECORD)**

The contract is in section 2 and there
is no R2 Remark.

Probable Cause:
   a. Something went wrong with the
automatic update of MOCAS.
   b. There is erroneous data in MOCAS.

Corrective Action:
   a. Determine why the modification
rejected. If it rejected due to
erroneous data in MOCAS, correct the
MOCAS data and follow steps b-c below.
If it rejected due to something going
wrong with the automatic update
to MOCAS, follow steps b-c below.
   b. Delete the modification from the
unvalidated list.
   c. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

635 R/D-CRA
APPEARS ON THE NAJ
(PROVISIONS DATA RECORD)
	Probable Cause:
	There is a problem with MOCAS because if the contract contained a CAGE identifying the remittance address the name and address indicator should have been an R.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

636 R/D-N/A-IND-REQ-NAS-REC
APPEARS ON THE NAJ
(PROVISIONS DATA RECORD)
	Probable Cause:
	There is a problem with MOCAS because if the contract contained a name and address indicator of N there should be a Notice of Assignment Address (NAS).
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

637 R/D-N/A-IND-REQ CRA-OR-NAS
APPEARS ON THE NBA
(ADMINISTRATIVE DATA
RECORD # 1)
	If the name and address indicator is R, there must be an entry on the NBS Record, which contains the address.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

638 R/D-ISSUED BY
APPEARS ON THE NBA
(ADMINISTRATIVE DATA
RECORD # 1)
	Issued By may only be blank for non-DoD contracts; otherwise, it must be a valid DoDAAC.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

639 R/D-PAYG OFC/DEPT CD
APPEARS ON THE NBA
(ADMINISTRATIVE DATA
RECORD #1)

A DoD contract has been input with all blanks in the Paying Office Field.

Probable Cause:
    a. Something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b and c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b and c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

640 R/D-R2-REQ-CAR-SEC-NR-2
APPEARS ON THE NAR
(REMARKS RECORD)

The contract must be in section 2 for an R2 remark to be present.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

Corrective Action:
    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
    b. Delete the modification from the unvalidated list.
    c. Input the modification online.

641 R/D-R3-REQ-CAR-SEC-3
APPEARS ON THE NAR
(REMARKS RECORD)

The contract must be in section 3 for an R3 Remark to be present.

Probable Cause:
    a. This error occurred because something went wrong with the automatic update of MOCAS.
    b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

642 R/D-R4-REQ-CAR-SEC-4
APPEARS ON THE NAR
(REMARKS RECORD)

If there is an R4 Remark present, the CAR paragraph must be 4.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

643 R/D-R9-REQ-CONTR-IN-SEC-2
APPEARS ON THE NAR
(REMARKS RECORD)

If the NAR 9 contains NLA PROCESSED FIN/SHIP/PAY, the CAR section number must be a 2.

Probable Cause:
This error occurred because there is a problem with MOCAS.

Corrective Action:
  a. Delete the modification from the unvalidated list.
  b. Input the modification online.

652 R/D-NAS1 REQUIRES NAS3
APPEARS ON THE NBS
(PAYEE RECORD)

The name was received by MOCAS but the City, State, and ZIP Codes were not.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

655 R/D-NAD/PAD AND NAC/
PAC RECORD
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

There must be at least one matching NAD/NBD Record for each NAC/NBC Record.

Probable Cause:
This error occurred because something went wrong with the automatic update of MOCAS.

Corrective Action:
  a. Delete the modification from the unvalidated list.
  b. Input the modification online.

656 R/D-ACRN STRUCTURE
APPEARS ON THE NAC
(ACCOUNTING CLASSIFICATION
RECORD)

The ACRN was not alphanumeric or is a duplicate of one already in the contract.

Probable Cause:
  a. This error occurred because something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

659 R/D-CREDIT ULO W/O
CR-ULO-IND
APPEARS ON THE NBD
(ACCOUNTING CLASSIFICATION
TRAILER RECORD)

The modification created a negative ULO or a negative ULO existed in MOCAS.

Probable Cause:
  a. The automatic update of MOCAS did not work correctly.
  b. The ACRN was adjusted in MOCAS after the modification was initiated/signed.
  c. A modification was processed online in MOCAS after this modification was initiated/signed which reduced the obligated amount of this ACRN.

Corrective Action:
  a. Research to determine why this error occurred. If it occurred because the ACRN was adjusted or a modification was processed in MOCAS which reduced the obligation, delete the modification from the unvalidated list and send the modification to DFAS for processing.
  b. If it occurred because the automatic update of MOCAS did not work correctly, then delete the modification from the unvalidated list and input the modification online.

660 R/D-NAD/PAD/NAC/PAC ACRN
APPEARS ON THE NBD
(ACCOUNTING CLASSIFICATION
TRAILER RECORD)

The ACRN did not match an ACRN on the contract.

Probable Cause:
  a. The ACRN was deleted after the modification was initiated/signed.
  b. The automatic update of MOCAS did not work correctly.
  c. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Research to determine why this error occurred. If it occurred because the ACRN has been deleted from MOCAS in error, have the ACRN reestablished and follow steps e-f below.
   b. If it occurred because the ACRN was correctly deleted from MOCAS, follow steps e-f below except do not process the ACRN change. Issue another modification to correct the problem.
   c. If the error was caused by the automatic update of MOCAS not working correctly, follow steps e-f below.
   d. If the error was caused by erroneous data in MOCAS, follow steps e-f below.
   e. Delete the modification from the unvalidated list.
   f. Input the modification online.

661 R/D-TRANSACTION CODE APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER RECORD)

This field must be blank.

Probable Cause:
The automatic update of MOCAS did not work correctly.

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

662 R/D-NAD TLR IS NOT REQD APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER RECORD)

If the obligated amount does not exceed 10 positions, a trailer record is not required.

Probable Cause:
Something went wrong with the automatic update of MOCAS.

Corrective Action:
   a. Delete the modification from the unvalidated list.
   b. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

663 R/D-NAD TLR IS REQD APPEARS ON THE NBD (ACCOUNTING CLASSIFICATION TRAILER RECORD)	If the obligated amount exceeds 10 positions a trailer record is required.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	    b. Input the modification online.

665 R/D-NAE/PAE TLR NOT REQ APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	Indicates a trailer record was input erroneously.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	    b. Input the modification online.

666 R/D-NAE/PAE REQ TRAILER RCD APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	Indicates a trailer record must be present.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	    b. Input the modification online.

667 R/D-NAE/PAE-REQ-NAF/PAF-RCDS APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	There must be an NBF for each NBE in order for there to be a complete CLIN record.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	    b. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

668 R/D-NAE-PAE REQ NAG/PAG
RCDS
APPEARS ON THE NBE
(SUPPLY LINE ITEM DATA
RECORD # 1)

There must be an NBG for each NBE (supply line item) unless the stock number field (schedule record) contains N EXHIBIT.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

669 R/D-NAF/PAF-NAE/PAE
CLIN/ELIN
APPEARS ON THE NBF
(SUPPLY LINE ITEM DATA
RECORD # 2)

The CLIN/ELIN did not agree with the CLIN/ELIN on the related NBE (Supply Line Item Data Record # 1).

Probable Cause:
  Something went wrong with the automatic update of MOCAS.

Corrective Action:
  a. Delete the modification from the unvalidated list.
  b. Input the modification online.

670 R/D-(B-E) ITM-AMT-MST=N
BLNKS
APPEARS ON THE NBE
(SUPPLY LINE ITEM DATA
RECORD #1)

The type of contract code is blank and the total item amount is not equal to N_.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. The modification tried to add money to a BOA.
  c. The type of contract is incorrect in the MOCAS System.

Corrective Action:
  a. Research to determine why the modification rejected. If it rejected because of an incorrect type of contract code in MOCAS, correct MOCAS and follow steps d-e below.
  b. If it rejected because something went wrong with the automatic update of MOCAS, follow steps d-e below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	c. If it rejected because the modification erroneously added money to a BOA, issue a new modification correcting this modification and follow steps d-e below, inputting everything on the modification except the unit price/ total item amount.
	    d. Delete the modification from the unvalidated list.
	    e. Input the modification online.

674 ***R/D ACRN W/LAPSED FUNDS APPEARS ON THE NBH OR NAL OR NBL (SERVICES LINE ITEM DATA RECORD),(SUPPLEMENTAL LINE ITEM DATA RECORD)	This is an acceptable error that indicates the ACRN being adjusted on the modification has lapsed funds.

675 R/D-NAG/PAG-NAE/PAE-CLIN/ELIN
APPEARS ON THE
NBG RECORD(SUPPLIES SCHEDULE DATA RECORD)
	The CLIN/ELIN must agree with the CLIN/ELIN on the related NBE (Supply Line Item Record # 1).
	
	Probable Cause:
	    a. Something went wrong with the automatic update of MOCAS.
	    b. There is erroneous data in MOCAS.
	
	Corrective Action:
	    a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	    b. Delete the modification from the unvalidated list.
	    c. Input the modification online.

676 R/D-NAG/PAG-NAC/PAC-ACRN
APPEARS ON THE NBH
(SERVICES LINE ITEM DATA RECORD)
	The ACRN on the CLIN record does not match an ACRN on the CLR.
	
	Probable Cause:
	    a. The automatic update of MOCAS did not work correctly.
	    b. The data in MOCAS is incorrect.
	
	Corrective Action:
	    a. Research to determine why the error occurred. If it occurred because the automatic update of MOCAS did not process correctly then follow steps c-d below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	b. If it occurred because the MOCAS data is erroneous, fix the MOCAS data and follow steps c-d below.
	  c. Delete the modification from the unvalidated list.
	  d. Input the modification online.

677 R/D-NAG/PAG TLR NOT REQ APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	There is an unnecessary trailer record.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

678 R/D-NAG/PAG REQ TLR APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	There is not a trailer record when one is required.
	
	Probable Cause:
	Something went wrong with the automatic update of MOCAS.
	
	Corrective Action:
	  a. Delete the modification from the unvalidated list.
	  b. Input the modification online.

679 R/D- CLIN/ELIN STRUCTURE APPEARS ON THE NBG (SUPPLIES SCHEDULE DATA RECORD)	Two different CLINs were submitted for the same ELIN designator.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS or
	  b. The modification is erroneous.
	  c. The data in MOCAS is erroneous.
	
	Corrective Action:
	  a. Research and determine why this error occurred. If it occurred because the automatic update of MOCAS did not process correctly follow steps d-e below.
	  b. If it occurred because the modification contains erroneous data, write another modification correcting this modification and follow steps d-e below.
	  c. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
	  d. Delete the modification from the unvalidated list.
	  e. Input the modification online.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
680 R/D-(B-H)ITM-AMT-MST=N BLNKS APPEARS ON THE NBH (SERVICES LINE ITEM DATA RECORD)	The type of contract code is blank and the total item amount is not equal to N_.

The type of contract code is blank and the total item amount is not equal to N_.

Probable Cause:
   a. Something went wrong with the automatic update of MOCAS.
   b. The modification tried to add money to a BOA.
   c. The type of contract is incorrect in the MOCAS System.

Corrective Action:
   a. Research to determine why the modification rejected. If it rejected because of an incorrect type of contract code in MOCAS, correct MOCAS and follow steps d-e below.
   b. If it rejected because something went wrong with the automatic update of MOCAS, follow steps d-e below.
   c. If it rejected because the modification erroneously added money to a BOA, issue a new modification correcting this modification and follow steps d-e below, inputting everything on the modification except the unit price/ total item amount.
   d. Delete the modification from the unvalidated list.
   e. Input the modification online.

681 R/D-NAH/PAH-NAC/PAC AT ACRN
APPEARS ON THE NBH
(SERVICES LINE ITEM DATA RECORD)

The ACRN field was other than 9 blank and there is not a matching ACRN on the data base.

Probable Cause:
   a. The automatic update of MOCAS did not work correctly.
   b. The ACRN was deleted from the CLR after the modification was initiated/ signed.
   c. The data in MOCAS is erroneous.

Corrective Action:
   a. Research and determine why the error occurred. If it occurred because something went wrong with the automatic update of MOCAS then follow steps d-e below.
   b. If it occurred because the ACRN was deleted from the CLR after the modification was initiated determine if this CLIN is still valid. If necessary, issue another modification to correct this modification and follow steps d-e below.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	c. If the data in MOCAS is erroneous, correct MOCAS and follow steps d-e below.
	   d. Delete the modification from the unvalidated list.
	   e. Input the modification online.

682 R/D-NAH/PAH-TLR NOT REQ APPEARS ON THE NBH (SERVICES LINE ITEM DATA RECORD)	An ACRN Trailer Record was present when one did not need to be.
	
	Probable Cause:
	The automatic update of MOCAS did not work correctly.
	
	Corrective Action:
	   a. Delete the modification from the unvalidated list.
	   b. Input the modification online.

683 R/D-TOT-ITM-AMT-REQ TLR APPEARS ON THE NBH (SERVICES LINE ITEM DATA RECORD)	An ACRN Trailer Record was not present when one was required.
	
	Probable Cause:
	The automatic update of MOCAS did not work correctly.
	
	Corrective Action:
	   a. Delete the modification from the unvalidated list.
	   b. Input the modification online.

690 R/D-NAL/NAH/PAH/NAE/PAE CLIN APPEARS ON THE NAL OR NBL (SUPPLEMENTAL LINE ITEM DATA RECORD)	The CLIN/ELIN did not agree with the related NBH (Service Line Item) or NBE (Supply Line Item) record.
	
	Probable Cause:
	The automatic update of MOCAS did not work correctly.
	
	Corrective Action:
	   a. Delete the modification from the unvalidated list.
	   b. Input the modification online.

691 R/D-FAAD-AND-SPCL-CONTR-PVN APPEARS ON THE NAL OR NBL (SUPPLEMENTAL LINE ITEM DATA RECORD)	The first article acceptance date field contains an entry and the special contract provisions field does not contain an F.
	
	Probable Cause:
	   a. The automatic update of MOCAS did not work correctly.
	   b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

	Corrective Action:
	  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
	  b. Delete the modification from the unvalidated list.
	  c. Input the modification online.

692 R/D-NAL-NAC/PAC ACRN APPEARS ON THE NAL OR NBL (SUPPLEMENTAL LINE ITEM DATA RECORD)	The ACRN field was other than 9 blank and there is not a matching ACRN on the data base.
	
	Probable Cause:
	  a. The automatic update of MOCAS did not work correctly.
	  b. The ACRN was deleted from the CLR after the modification was initiated/ signed.
	  c. There is erroneous data in MOCAS.
	
	Corrective Action:
	  a. Research and determine why the error occurred. If it occurred because something went wrong with the automatic update of MOCAS then follow steps d-e below.
	  b. If it occurred because the ACRN was deleted from the CLR after the modification was initiated determine if this CLIN is still valid. If necessary issue another modification to correct this modification and follow steps d-e below.
	  c. If it rejected for erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
	  d. Delete the modification from the unvalidated list.
	  e. Input the modification online.

703 R/D - NAN REQUIRES NAJ APPEARS ON THE NBN (ADMIN DATA RECORD)	All NAN/NBN Records must have a related NAJ/NBJ Record if there are not CLINs on the contract.
	
	Probable Cause:
	  a. Something went wrong with the automatic update of MOCAS.
	  b. There is erroneous data in MOCAS.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION

Corrective Action:
   a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
   b. Delete the modification from the unvalidated list.
   c. Input the modification online.

810 ***BAL-TOTAL-AMT-CONT-TO-ITEMS APPEARS ON NBB OR NBH (ADMINISTRATIVE DATA RECORD # 2) (SERVICES LINE ITEM DATA RECORD)

The total amount of contract must be greater than or equal to the sum of the total item amounts for all line items.

Probable Cause:
   a. The obligated amount was adjusted in the modification but the line items were not adjusted.
   b. The line items were adjusted but the obligated amount was not adjusted.
   c. You made a math error so that the obligated amount is not equal to or greater than the total item amount.

Corrective Action:
   a. Research to determine if you should have adjusted either the obligated amount or the line items. If necessary issue another modification correcting this modification.
   b. No further action is necessary. This is an acceptable error.

811 ***BAL-OBLIG-AMTS-TO-AMT-CONT APPEARS ON THE NBA OR NBD RECORDS (ADMINISTRATIVE DATA RECORD # 1), (ACCOUNTING CLASSIFICATION TRAILER RECORD)

The total amount of contract is less than the total obligated amount.

Probable Cause:
   a. This condition existed in MOCAS prior to the modification being issued.
   b. The automatic update of MOCAS failed to adjust the total amount of contract when the obligated amount was adjusted.

Corrective Action:
   a. Research to determine if MOCAS has the correct data. If it does not have the correct data, have MOCAS adjusted to reflect the proper total amount of contract.
   b. No further action is necessary. This is an acceptable error.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
840 BAL-U/P X ORD QTY=TOT-ITEM-AMT APPEARS ON THE NBE (SUPPLY LINE ITEM DATA RECORD # 1)	The unit price times the order quantity did not equal the total item amount.

840 BAL-U/P X ORD QTY=TOT-ITEM-AMT
APPEARS ON THE NBE
(SUPPLY LINE ITEM DATA RECORD # 1)

The unit price times the order quantity did not equal the total item amount.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. There is erroneous data in MOCAS.

Corrective Action:
  a. Determine why the modification rejected. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps b-c below. If it rejected due to something going wrong with the automatic update to MOCAS, follow steps b-c below.
  b. Delete the modification from the unvalidated list.
  c. Input the modification online.

841 BAL- ORD QTY(CLIN/ELIN)
APPEARS ON THE NBE
(SUPPLY LINE ITEM DATA RECORD)

The order quantity did not equal the sum of the related delivery schedule quantities.

Probable Cause:
  a. Something went wrong with the automatic update of MOCAS.
  b. The modification is incorrect.
  c. There is erroneous data in MOCAS.

Corrective Action:
  a. Research to determine why the error occurred. If it occurred because the automatic update of MOCAS did not work correctly follow steps d-e below.
  b. If the error occurred because the modification contains erroneous data, follow steps d-e below and issue another modification to correct this modification.
  c. If it rejected due to erroneous data in MOCAS, correct the MOCAS data and follow steps d-e below.
  d. Delete the modification from the unvalidated list.
  e. Input the modification online.

850 BAL-DELIVERY SCHEDULE QUANTITY
APPEARS ON THE NBG
(SUPPLIES SCHEDULE DATA RECORD)

The sum of all the delivery schedule quantities does not equal the order quantity for each CLIN and the Special Provision Code is not L, M, or P.

ERROR MESSAGE   PROBABLE CAUSE AND CORRECTIVE ACTION

                                       Probable Cause:
                                         a. Something went wrong with the
                                       automatic update of MOCAS or
                                         b. There is an error on the
                                       modification.

                                       Corrective Action:
                                         a. Research and determine why the
                                       error occurred. If it occurred because
                                       the automatic update of MOCAS did not
                                       work correctly, follow steps c-d below.
                                         b. If it occurred because the modi-
                                       fication is erroneous, write a modifi-
                                       cation correcting this modification and
                                       follow steps c-d below.
                                         c. Delete the modification from the
                                       unvalidated list.
                                         d. Input the modification online.

   c. Recovery procedures for the reports are the same as the current
MOCAS procedures. All problems should be reported through normal MOCAS
channels.

2.12.4.6 COMMUNICATION DIAGNOSTICS

   There are no procedures available to the user for verifying the
communications. Any problems with ORRS should be handled through the
current procedures. Nonreceipt of reports should be reported via
standard MOCAS channels.

2.12.5. QUERY PROCEDURES

   The ACO MOD application has no query capability. However, if the
users know SQL they may query the Oracle data base directly.

2.12.6 USER TERMINAL PROCESSING PROCEDURES

2.12.6.1 AVAILABLE CAPABILITIES

   a. The ACO MOD module allows the user to retrieve data from MOCAS via
Openlink. Openlink is software that access files on the mainframe from
a PC or midtier computer. Openlink downloads the information the user
requests to the PC. It is then written out to an Oracle data base that
resides on an HP computer at DMC. The data will then be displayed in
the ACO MOD application on the appropriate screen. When the user makes
changes to the data, the changes will be stored in separate files in the
ACO MOD Oracle data base. When the ACO sends the modification to MOCAS,
software picks up the changes the user made, applies them to the
original MOCAS data and generates a file which is translated into an EDI
X12 860 transaction and turned into data MOCAS can process.

   b. There is a business process involved in preparing and issuing a
modification. In order to use this module, an understanding of this
process is required. First, the data must be downloaded from MOCAS.
Second, the appropriate changes must be made. Third, the modification
must be printed. Fourth, the modification must be sent to the ACO.
Fifth, eventually the modification must be signed and sent to MOCAS (or
processed through normal distribution channels).

c. The ACO MOD module runs in a Windows environment. Due to this fact, there is no set order in which changes must be made. Therefore, the system will not automatically chain to the next screen when ENTER is depressed. The user must decide where to go next.

2.12.6.2 ACCESS PROCEDURES

To access the ACO MOD module start Windows on your computer. From the program manager double click on the ACO Applications Group Window. If you want to access the application, from the group window double click on the ACO Module Icon. If you want to access the Free Form SF 30, double click on the ACO SF 30 Free Form Icon. You should normally access the ACO Module Icon. Access the ACO SF 30 Free Form Icon only if you are preparing one of the modifications that the ACO Module does not support. See subparagraph 2.12.1.2(c) of this manual for a list of these modifications.

2.12.6.2.1 LOGON SCREEN

The first screen you encounter in ACO MOD is the logon screen.

2.12.6.2.1.1 SAMPLE LOGON SCREEN

Figure 2.12.6-2a

2.12.6.2.1.2   PROCEDURE FOR USING THE LOGON SCREEN

2.12.6.2.1.2.1   USING THE LOGON SCREEN TO ACCESS THE SYSTEM

   a.   To access the system take the following steps:

     (1) Enter your Username (RGS Code)

     (2) Depress ENTER or TAB.

     (3) Enter your user password.

     (4) Depress ENTER or TAB.

     (5) Click on the LOGIN button or depress ENTER.

   b.   Both codes must be entered correctly before you are permitted
access to the ACO MOD System. Once you have completed the above steps
you will be on Screen ACOHME01, the Home Screen.

   c.   Click on the EXIT button if you decide to exit the application
without logging on.

2.12.6.2.1.2.2   USING THE LOGON SCREEN TO CHANGE YOUR PASSWORD

   a.   From the ACO MOD Logon Screen, you also have the option of
changing your password. Your password should be changed every 90 days to
prevent unauthorized access of the system.

   b.   To change you password take the following steps:

     (1) Enter your Username.

     (2) Depress ENTER or TAB.

     (3) Click on the CHANGE PASSWORD button. The Change Password screen
will appear.

2.12.6.2.1.3   ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

PLEASE ENTER A VALID USERNAME   You receive this error if you leave
                                  the Username blank. Enter the
                                  Username.

PLEASE ENTER A VALID PASSWORD   You receive this error if you leave
                                  the Password blank. Enter the
                                  Password.

INVALID USERNAME OR PASSWORD   You receive this error if you enter
HAS BEEN ENTERED   an erroneous Username or Password.
                                  Reenter the Username and Password.

ORA-06106:NETTCP:SOCKET   You failed to depress ENTER or TAB
CREATION FAILURE   key after entering the Username.

ERROR MESSAGE	CORRECTIVE ACTION
ORA-02391:EXCEEDED SIMULTANEOUS SESSIONS_PER_USER LIMIT, MAXIMUM %s	You are already logged onto the Oracle data base. Check to see if you have another session open. If you did not correctly exit the module, you will stay connected to the Oracle data base for 30 minutes. You will automatically be timed out after that time.

2.12.6.2.2 CHANGE PASSWORD SCREEN

   The Change Password Screen is used to change your password to the ACO MOD System.

2.12.6.2.2.1 SAMPLE SCREEN
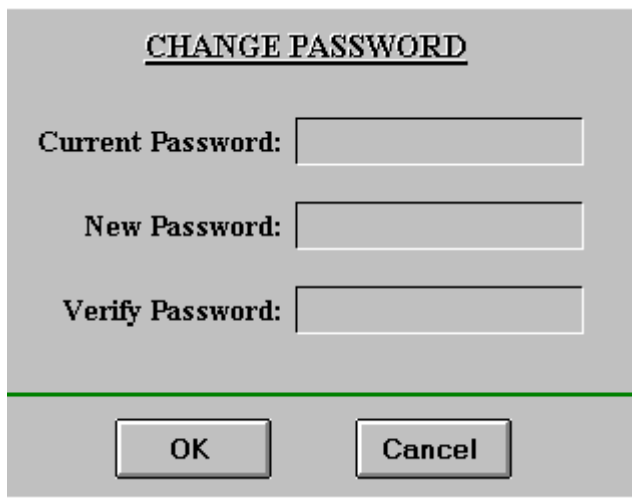
                Figure 2.12.6-2b

2.12.6.2.2.2 PROCEDURE FOR USING SCREEN

   a. Enter your current password.

   b. Depress ENTER or TAB.

   c. Enter your new password.

   d. Depress ENTER or TAB.

   e. Enter your new password again in the Verify Password field.

   f. Depress ENTER or TAB.

   g. Click on the OK button.

NOTE 1: If your password was successfully changed you will receive a message stating this. Click on the OK button.

NOTE 2: If you clicked on the CANCEL button at anytime, you will receive a message stating that your password was not changed. Click on the OK button.

h. Once you have successfully changed your password you will be on Screen ACOHME01, the Home Screen.

2.12.6.2.2.3 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

PLEASE ENTER A VALID CURRENT   You receive this message if you
PASSWORD   leave either the current password
                                       blank or the password you enter in
                                       this field does not match your
                                       current password. Enter your current
                                       password.

PLEASE ENTER A VALID NEW   You receive this message if you leave
PASSWORD   the new password field blank or the
                                       password you entered does not meet
                                       DLA conventions. Enter a password
                                       that is six to eight positions long
                                       with at least one embedded number
                                       included in it.

PLEASE ENTER A VALID PASSWORD   You receive this message if you
FOR VERIFICATION   leave the password for verification
                                       field blank or if the password you
                                       entered does not match the new
                                       password you just entered. Enter
                                       your new password.

ORA-06106:NETTCP:SOCKET   You failed to depress the ENTER or
CREATION FAILURE   TAB key after entering your current
                                       password or new password.

2.12.6.3 GENERAL GUIDANCE ON USING THE SYSTEM

2.12.6.3.1   HOW TO NAVIGATE THROUGH THE SYSTEM

   There are four ways to navigate through the system. You may use the toolbar buttons on the toolbar, the shortcut keys listed in the Functions and File lists on the menu bar, a letter identifying the screen, or you may click on Functions or File on the menu bar and click on the appropriate selection.

2.12.6.3.1.1 USING THE TOOLBAR BUTTONS TO NAVIGATE THROUGH THE SYSTEM.

   a. To select a toolbar button, place the mouse pointer on the toolbar button and click. The selected action will be initiated or the selected screen will be displayed.

   b. The following toolbar buttons are available for selection:

   (1)   Exit

Selection of this toolbar button allows the user to Exit the ACO MOD System.

(2) Home

Selection of this toolbar button will return the user to ACOHME01, the HOME Screen where the user may pull down another CLIN or contract or enter information to print on the modification such as Effective Date of Modfication, Requisition/Purchase Order Number or the Kind of Modification Code.

(3) ACRN

Selection of this toolbar button takes the user to ACOCLN06, the ACRN Screen which allows the user to view, change/adjust the obligation amount related to an ACRN(s).

(4) Contract Level Changes

Selection of this toolbar button will place the user on screen ACOCLC01, CONTRACT LEVEL CHANGES PAGE 1. Here the user may make changes effecting the entire contract.

(5) Add/Edit Clauses

Selection of this toolbar button will place the user on ACOCLS01, the ADD/EDIT CLAUSES Screen. Here the user may add, delete, or modify a clause currently contained in the contract.

(6) CLIN Level Changes

Selection of this toolbar button will place the user on ACOCLN01, CLIN LEVEL CHANGES PAGE 1 where the user can change CLIN or schedule information.

(7) Action History

Selection of this toolbar button will place the users on ACOHST01, the ACTION HISTORY FILE Screen where users can view the changes they have made to the contract data and delete any or all actions.

(8) Workload

     Selection of this toolbar button will place the user on the ACOWRK01, the WORKLOAD Screen where the user can send the modification to others (ACO, contractor, MOCAS) or retrieve the modification from the Oracle data base.

(9) Transfer Workload

     Selection of this toolbar button will place the users on the ACOTRN03, WORKLOAD TRANSFER Screen where the users may choose what type of transfer they wish to effect, CA or ACO. Depending on their choice, they will then be taken to another screen to effect the transfer.

(10) Table Maintenance

     Selection of this toolbar button will place the user on the TABLE MAINTENANCE Screen; the user will then have the choice of User or Clause Information maintenance. The only users who may access this function are the system administrators and super users, and therefore, this function will not be discussed in this manual but will be covered in a separate procedure.

(11) Purpose Statement

     Selection of this toolbar button will place the user on the ACOPUR01, MODIFICATION PURPOSE STATEMENT Screen where the user may enter a free form purpose statement to print on the modification or accept the system generated statement.

(12) Print SF 30

     Selection of this toolbar button will place the user on ACOPRT01, PRINT SF 30 Screen. On this screen the user may enter certain information which will print on the modification and start the generation of the SF 30.

(13) HELP

     Selection of this toolbar button will place the user in the Help facility. Only screen and field level help is available. There is no help available which tells the user how to do a particular process from start to finish such as an Amending Shipping Instruction. For this type of help it is necessary to review the Computer Based Training provided with this module or refer to appendix C of this chapter.

2.12.6.3.1.2 NAVIGATING THE SYSTEM BY USING THE SHORTCUT KEYS

   a. You may navigate the system by using the shortcut keys. They are:

     F2   - ACOHME01, HOME
     F3   - ACOCLC01, CONTRACT LEVEL CHANGES PAGE 1
     F4   - ACOCLN01, CLIN LEVEL CHANGES PAGE 1
     F5   - ACOHST01, ACTION HISTORY FILE
     F6   - ACOWRK01, WORKLOAD
     F7   - ACOCLS01, ADD/EDIT CLAUSE(S)
     F8   - ACOTRN03, TRANSFER WORKLOAD SCREEN
     F9   - TABLE MAINTENANCE SCREEN
     F10   - ACOCLN06, ACRN
     Ctrl + P - ACOPRT01, PRINT SF 30
     Alt + O - ACOPUR01,MODIFICATION PURPOSE SCREEN

   b. The list of shortcut keys may be found on the menu bar under File
and Functions.

2.12.6.3.1.3 NAVIGATING THE SYSTEM BY TYPING A LETTER

   The third way to navigate through the system is by keying a letter.

     Type H to go to ACOHME01, HOME
     Type C to go to ACOCLC01, CONTRACT LEVEL CHANGES PAGE 1
     Type L to go to ACOCLN01, CLIN LEVEL CHANGES PAGE 1
     Type A to go to ACOHST01, ACTION HISTORY FILE
     Type S to go to ACOWRK01, WORKLOAD
     Type E to go to ACOCLS01, ADD/EDIT CLAUSE(S)
     Type W to go to ACOTRN03, TRANSFER WORKLOAD SCREEN
     Type T to go to the TABLE MAINTENANCE SCREEN
     Type N to go to ACOCLN06, ACRN

NOTE 1: You must have clicked on Function on the menu bar in order for
these keys to activated.

     Type P to go to the ACOPRT01, PRINT SF 30
     Type O to go to the ACOPUR01, PURPOSE SCREEN

NOTE 2: You must have clicked on File on the menu bar in order for
these keys to activated.

2.12.6.3.1.4 NAVIGATING THE SYSTEM BY CLICKING ON THE MENU BAR

   a. The last way you may navigate the system is by clicking on the
menu bar.

   b. To access ACOPRT01, PRINT SF 30 or ACOPUR01, MODIFICATION PURPOSE
SCREEN, click on File on the Menu Bar. Now click on the appropriate
screen. Follow this same procedure to go to any of the other screens
except instead of File select Functions.

2.12.6.3.2 THE MENU BAR

   a. The menu bar allows the user to do some of the same functions as
the buttons which are located at the bottom of various screens. Each
one of the Menus will be discussed individually.

   b. File - Under the File menu the users may Save, Cancel or Exit.
They may also move to various screens (see paragraph 2.12.6.3.1 for a
further discussion of these options) If the option is unavailable for a
particular screen at a particular time, it will be grayed out.

   c. To save work you have done on the screen, perform the following
steps:

     (1) Click on the word File on the menu bar.

     (2) Click on SAVE from the drop down list.

   d. To cancel or undo work you have performed on a particular screen,
perform the following steps:

     (1) Click on the word File on the menu bar

     (2) Click on CANCEL from the drop down list.

   e. To exit the application perform the following steps:

     (1) Click on the word File on the menu bar.

     (2) Click on EXIT from the drop down list.

     (3) Click on YES when asked DO YOU WANT TO EXIT THE ACO MODULE?

2.12.6.3.3   ONLINE HELP

   The module contains standard windows help. Help is only provided at
the screen and data element level rather than the process level. The
Help button offers a quick way to find information about a screen or a
specific data element contained on a screen. Certain screens in the
application have a separate help button on the screen which should be
used to access help about that screen. When you enter help, the title
of the screen you are currently in will be displayed along with the data
elements on that screen. See the Windows User Manual for further
information about how to use Help.

2.12.6.3.4 CONSTANT DATA WINDOW

   The Constant Data Window is a grouping of data that appears at the top
of most screens in ACO MOD. The window will not contain information
until contract/modification information has been retrieved either from
MOCAS or the Oracle data base. When the specified information is
retrieved, the Constant Data Window will be populated with a
summarization of relevant data for the modification being processed.
The data includes the PIIN/SPIIN, Contractor (Name of Contractor),
Administered by (DoDAAC of the Office Administering the Contract),
Effective Date (of the contract), Obligated Amount (of the contract),
Current Modification Number, CAGE, ACO, Contract Admin Report Section
(CAR Sec), Kind of Contract, Type of Contract, and Unilateral Indicator.
A sample Constant Data Window is shown below.

PIIN/SPIIN: DLA13H 92 C1100	Obligated Amount:	$39,999,999,999.90	CAR-Sec: 1
Contractor: ZANTEK INC			Kind: 1
Admin By: S1403A	Current Mod #: A00002	CAGE: 0P3A7	Type: U
Effective Date: 04/30/92		ACO: GG3	Unilateral Ind:

Figure 2.12.6-3

2.12.6.4 EXITING THE APPLICATION

   a. To exit the system, click the Exit toolbar button   on the
toolbar or Click on File on the menu bar and Exit from the drop down
list. You may also exit the system by depressing ALT F4 or clicking on
File on the menu bar and keying X. Any of these will cause you to exit
the system.

   b. You will be able to access all data that has been saved for the
modification the next time you enter the system, unless you are a CMA or
CA and the modification has been sent to the ACO, or you are an ACO and
the modification has been sent to MOCAS.

2.12.7 PREPARING A MODIFICATION

2.12.7.1 HOW TO RETRIEVE DATA

2.12.7.1.1 RETRIEVING CONTRACT DATA FROM MOCAS

   a. Unlike MOCAS, ACO MOD is not a menu driven system. The system
does not force you to perform tasks in any specific order. The first
screen you view after you have successfully logged onto the system is
ACOHME01, HOME. The first step when initiating a new modification is to
retrieve data from MOCAS. The data retrieved consists of contract
level, accounting level, and CLIN level data for the specified CLIN
only. In order to retrieve data from MOCAS, the user must execute the
following steps:

     (1) Enter the PIIN/SPIIN.

     (2) Depress ENTER, TAB, or click on the next field. If you depress
the ENTER or TAB key, the PIIN/SPIIN will be automatically formatted
with the appropriate dashes.

     (3) Enter the ORG Code of the contract.

     (4) Depress ENTER, TAB, or click on the next field.

     (5) Enter the CAGE of the contract.
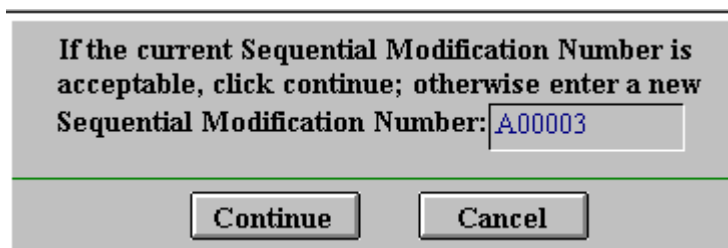
     (6) Depress ENTER, TAB, or click on the next field.

     (7) Enter the CLIN (if the modification involves a CLIN). You must
enter the CLINs one at a time.

     (8) Depress ENTER, TAB, or click on the next field.

NOTE: You cannot click on the RETRIEVE button without depressing ENTER
or TAB at least once. The sequential modification number should be left
blank since the system will generate the next modification number.

   b. The system will pull data down from MOCAS and generate the next
sequential modification number. While the system is pulling data a
dialog box will be displayed stating REQUESTING DATA VIA OPENLINK,
PLEASE WAIT. The next message displayed will state LOADING DATA. When
the screen showing the modification number is generated, you have three
options. A sample screen is shown below:

If the current Sequential Modification Number is
acceptable, click continue; otherwise enter a new
Sequential Modification Number: A00003

Continue   Cancel

Figure 2.12.7-1b

(1) You may click on the CONTINUE button and update the ACO MOD Data Base with the MOCAS information. A dialog box will be displayed stating UPDATING ACO DATABASE WITH NEW DATA.

(2) You may click on the CANCEL button so that the MOCAS Data Base is not updated. You should do this if you meant to modify a delivery order and forgot to enter the SPIIN.

(3) Your third option is to change the modification number. You should do this if you are writing a definitization modification or an amended shipping instruction which uses a letter in the second position of the modification number or if you wish to assign a different modification number.

   c. Once the ACO MOD Data Base is updated the constant data window at the top of the screen will be filled with data and you may begin your modification.

2.12.7.1.2   RETRIEVING A SECOND CLIN FROM MOCAS

   Once you have downloaded data from MOCAS, you may want to download another CLIN. To do this you must be on ACOHME01, HOME. When you return to ACOHME01, HOME the PIIN/SPIIN, ORG Code, CAGE, and Sequential modification Number will already be filled in. The CLIN may be filled in also. Click on the CLIN field and enter the CLIN you wish to download. Depress ENTER and click on the RETRIEVE button.

2.12.7.1.3   RETRIEVING DATA FROM THE ACO MOD DATA BASE

   a. Suppose you started a modification and did not finish it before you exited the application so you just want to access the ACO MOD Data Base. There are two ways to do this. The easiest way to do this is:

   (1) Find the modification on ACOWRK01, WORKLOAD.

   (2) Double click on the modification to select it.

   (3) Click on the RETRIEVE MOD button.

   (4) Click on YES.

   This will return you to ACOHME01, HOME and pull the data back from the ACO MOD Data Base.

   b. The other way to do this is:

   (1) Enter the PIIN/SPIIN.

   (2) Depress ENTER, TAB, or click on the next field. If you depress the ENTER or TAB key, the PIIN/SPIIN will be automatically formatted with the appropriate dashes.

   (3) Enter the ORG Code of the contract.

   (4) Depress ENTER, TAB, or click on the next field.

   (5) Enter the CAGE of the contract.

   (6) Depress ENTER, TAB, or click on the next field.

(7) Enter the CLIN (if the modification involves a CLIN). You must enter the CLINs one at a time.

(8) Depress ENTER, TAB or click on the next field.

(9) Enter the Sequential Modification Number.

(10) Depress ENTER.

(11) Click on the RETRIEVE button.

The data will be pulled back from the ACO MOD Data Base.

2.12.7.2 ACOHME01 - HOME

ACOHME01 - HOME is the first screen displayed after logging on to the ACO MOD System. This screen allows the user to retrieve contract level, CLIN level, and accounting level data from MOCAS for use in the modification process. In addition, the screen allows the user to enter specific information that will be printed on the modification, i.e., the effective date of the modification, and the Requisition/Purchase Request number.

2.12.7.2.1 SAMPLE SCREEN

Figure 2.12.7-2

2.12.7.2.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

ENTER A PIIN/SPIIN #   Enter the contract number of the
                                  contract you wish to retrieve. Must
                                  be entered to retrieve contract data.

ENTER AN ORGANIZATION CODE   Enter the two position organization
                                  code of the office assigned to
                                  administer the contract. Must be
                                  entered to retrieve contract data.

ENTER A CAGE CODE   Enter the Commercial and Government
                                  Entity Code of the contractor. Must
                                  be entered to retrieve contract data.

ENTER A CLIN   Enter the Contract Line Item Number of
                                  the first line item you wish to
                                  modify. May be blank.

SEQUENTIAL MODIFICATION   Enter the modification number of the
NUMBER   modification you are writing only if
                                  you have already started the
                                  modification and thus are pulling
                                  the data from the ACO MOD Data
                                  Base. Must be blank on the initial
                                  download of MOCAS data.

NOTE: After the top half of the screen is completed, you must depress
the RETRIEVE button and successfully download data before you can
complete the bottom half of the screen. See paragraph 2.12.7.1 for
further information on how to retrieve data.

KIND OF MODIFICATION   Enter the MILSCAP code which best
                                  identifies the type of modification.
                                  Due to EDI Limitations, the only
                                  values which can be used are shown in
                                  the drop down list box. May be blank.

EFFECTIVE DATE OF MODIFICATION   Enter the date the modification became
                                  effective. If left blank SEE BLOCK
                                  16c will automatically print on the
                                  SF 30.

REQUISITION/PURCHASE ORDER NO.   Enter the requisition/purchase order
                                  number to be printed in Block 4 of the
                                  SF 30. If left blank, SEE SCHEDULE
                                  will automatically print on the SF 30.

2.12.7.2.3 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

THE CONTRACT AND MODIFICATION   a. You made an error when you
NUMBER REQUESTED DOES NOT   entered either the PIIN/SPIIN, ORG
EXIST. PLEASE VERIFY   Code, CAGE, or Sequential Modification
INFORMATION.   Number. Double check the PIIN/SPIIN,
                                  ORG Code, CAGE, and Sequential
                                  Modification Number. Remember if you

ERROR MESSAGE	CORRECTIVE ACTION
	have not yet started writing the modification you should leave the Sequential Modification Number blank. b. If all the data elements have been entered correctly, check to see if the contract has been input into MOCAS yet. If the contract is not yet in MOCAS, you cannot modify it through this module.
THE MODIFICATION IS STILL IN PROCESS, YOUR CA HAS NOT SENT IT TO YOU AT THIS TIME.	This error message is only received by ACOs. It indicates that the ACO attempted to view the modification in the module, but the CA had not yet clicked on the SEND TO ACO button. Exit the module, have the CA retrieve the modification and then click on the SEND TO ACO button. When you go back into the module, you should be able to access the modification.
THIS MODIFICATION IS CURRENTLY BEING WORKED ON BY <USER ID>	This error is received if you attempt to use a modification number that someone is already using for that contract. Coordinate with the other person working on this contract to make sure you are not both attempting to modify the contract for the same reason. If you are not, and you both need to issue modifications, use the next sequential modification number. The system will generate it for you if you leave the sequential modification field blank and click on the RETRIEVE button.
THIS MODIFICATION HAS BEEN SENT TO YOUR ACO <USER ID>	A CA has attempted to retrieve a modification that has already been sent to the ACO. If you need to change the modification, have the ACO select the modification and click on the REJECT button on the workload screen. This will return the modification to the CA who can then access it.
THIS MODIFICATION HAS BEEN SENT TO MOCAS AND IS UNAVAILABLE FOR FURTHER CHANGES.	An attempt was made to retrieve a modification that had already been sent to MOCAS. Once the modification has gone to MOCAS, it cannot be changed or reprinted. If you need to change the modification, you will have to issue another modification to do it.
THIS MODIFICATION HAS BEEN SENT THROUGH NORMAL	An attempt was made to retrieve a modification that has already been distributed, mailed to the PCO,

ERROR MESSAGE	CORRECTIVE ACTION
DISTRIBUTION CHANNELS AND IS UNAVAILABLE FOR FURTHER CHANGES	contractor, etc. Once the modification has been distributed it cannot be changed or reprinted.. If you need to change the modification, you will have to issue another modification to do it.
THIS MODIFICATION HAS BEEN SENT TO THE CONTRACTOR, THEREFORE IT IS UNAVAILABLE FOR FURTHER CHANGES	An attempt was made to retrieve a modification that has been sent to the contractor. If a modification that has been sent to the contractor needs to be changed, have the ACO select the modification and click on the REJECT button on the workload screen. This will return the modification to the CA who can then access it.
THIS MODIFICATION HAS BEEN SENT TO MOCAS AND PROCESSED BY EDI, THEREFORE IT IS UNAVAILABLE FOR FURTHER CHANGES.	An attempt was made to retrieve a modification that had already been sent to MOCAS. Once the modification has gone to MOCAS, it cannot be changed or reprinted. If you need to change the modification, you will have to issue another modification to do it. The difference between this error message and the previous error message is that EDI has already transmitted the modification if this error message is received.
INVALID PIIN/SPIIN, PLEASE REENTER	The PIIN/SPIIN must be 13 or 17 characters. Double check the contract number and reenter.
INVALID ORGANIZATION CODE, PLEASE REENTER	The ORG Code must be two alpha characters. Reenter the ORG Code.
INVALID CAGE CODE, PLEASE REENTER	The CAGE Code must be five characters. Reenter the CAGE Code.
INVALID CLIN, PLEASE REENTER	The CLIN must be four or six characters. Reenter the CLIN.
INVALID SEQUENTIAL MODIFICATION NUMBER, PLEASE REENTER	The Sequential Modification Number must be six characters. Reenter the Sequential Modification Number.
PLEASE ENTER A VALID MODIFICATION NUMBER	The MOD number you entered in the pop up box did not start with an A or the SPIIN or was not six characters.
REQUESTED CLIN DOES NOT EXIST. WOULD YOU LIKE TO ADD A NEW CLIN?	The CLIN you entered does not exist on MOCAS. Double check the CLIN. If you intended to add this CLIN, click on YES. If you made a mistake on the CLIN, click on NO, and reenter the CLIN.

ERROR MESSAGE	CORRECTIVE ACTION
THERE WAS NO CONTRACT DATA RECEIVED. PLEASE	There are two reasons this message might be received:
VERIFY CONTRACT INFORMATION ENTERED AND/OR MAINFRAME PASSWORD. IF THE DATA ENTERED WAS CORRECT AND YOU STILL WISH TO CREATE A MODIFICATION IT CANNOT BE PROCESSED IN THIS MODULE - USE DELRINA FORM FLOW.	a. An incorrect PIIN/SPIIN, ORG Code, or CAGE was entered. Correct the incorrect data and click on the RETRIEVE button again. b. All the information entered was correct but the contract has not been input into MOCAS yet. In this case, use the free form SF 30 to prepare the modification.
PLEASE ENTER A VALID MODIFICATION TYPE	This error message is generated if the modification type entered is not in the drop down list box. The drop down list box lists all modification types that EDI will recognize. Pick a code on the list or leave blank which will default to a B.
AVAILABLE MOD NUMBERS HAVE BEEN EXCEEDED FOR THIS CONTRACT	The modification numbers are generated in accordance with DFARs 204.7004. If all modification numbers have been used, this error message will display. This error message should never appear.
UNABLE TO GENERATE NEXT MOD NUMBER FOR THIS CONTRACT	This message will appear in conjunction with the message above. Enter the appropriate modification number.
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD	The date you entered was not in the proper format. Reenter in YYMMDD format.
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99	The year you entered was not between 00 and 99. Reenter the year.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12 PROPER DATE FORMAT IS YY/MM/DD	The month entered was not between 1 and 12. Reenter the month.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND MAX DAYS CURRENT MONTH. PROPER DATE FORMAT IS YY/MM/DD	The day entered was not correct for the month. Reenter the days.
DATA REQUEST WAS NOT VALID, TRY AGAIN.	Something was wrong with contract information entered. Check the PIIN/SPIIN, ORG Code, CAGE, CLIN, and Sequential MOD Number. Fix any errors and try to retrieve again.

2.12.7.3 [$] ACOCLN06 - ACRN

ACOCLN06 allows the user to view, change/adjust the obligation amount related to an ACRN(s) associated with a PIIN/SPIIN.

2.12.7.3.1 SAMPLE SCREEN

Figure 2.12.7-3

2.12.7.3.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
ACRN	Accounting Classification Reference Number - A two position alpha character field that represents the control number associated with one Long Line Accounting Classification Citation Number for the contract.
ACRN OBLG	ACRN Obligation - A 13-position numeric field that identifies the dollar amount obligated for the specific ACRN. (The ACRN OBLG contains two decimal places.)

DATA ELEMENTS	INSTRUCTIONS
AMOUNT OF ADJUSTMENT	A 13-position numeric field that indicates the amount of the adjustment (i.e., the amount, to be added or subtracted from the ACRN Obligated Amount) due to the contract modification. To adjust the Obligated Amount associated with the ACRN, an amount must be entered in this field. To indicate a decrease, enter a minus sign before the number. To indicate an increase, just enter the number. Otherwise, leave this field blank.
LONG LINE ACCOUNTING	Represents the pool of money used to fund all or part of a contract. A long line is always associated with a specific ACRN for a contract.

2.12.7.3.3 PROCEDURE FOR USING ACOCLN06

  After data has been retrieved, the user may select the ACRN. It is not possible to add or delete an ACRN, only to adjust the obligation amount. The ACRN Screen will display all the ACRNs currently on the contract including canceled ACRNS. To change the obligated amount on an ACRN, perform the following steps.

 a. To Increase an ACRN

    (1) If the contract contains more than one ACRN, click on the amount of adjustment field for the ACRN you wish to adjust. If there is only one ACRN, the cursor will already be in the appropriate field.

    (2) Enter the amount of the increase. It is necessary to enter the decimal point if the change is not a whole dollar amount.

    (3) Click on the SAVE button to save the change.

 b. To Decrease an ACRN

    (1) If the contract contains more than one ACRN, click on the amount of adjustment field for the ACRN you wish to adjust. If there is only one ACRN, the cursor will already be in the appropriate field.

    (2) Enter the amount of the decrease. Enter a minus sign in the first position to indicate the decrease. It is necessary to enter the decimal point if the change is not a whole dollar amount.

    (3) Click on the SAVE button to save the change.

NOTE: If the modification is increasing or decreasing the obligation, it is necessary to adjust the ACRNs. The ACRNs will not be automatically adjusted if a CLIN unit price is adjusted.

2.12.7.3.4   STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   a. Block 12 will look like this:

   AA: DECREASE ($500.00)
   or
   AA: INCREASE $500.00

   b. If there were too many Accounting and Appropriation changes to fit
in Block 12, the first thing that will print in Block 14 of the SF 30 is
the accounting and appropriation data. If it does not fit in Block 12,
SEE BLOCK 14 will print in Block 12 and all the accounting changes will
print in Block 14. They will be printed in alphabetical order by ACRN
and formatted as follows:

   c. Accounting and Appropriation Data.

   AA: DECREASE ($500.00)
   AB: DECREASE ($250.00)
   AG: INCREASE $300.00

2.12.7.3.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

THIS MODIFICATION WILL   Make sure that you are adjusting the
RESULT IN A NEGATIVE   correct ACRN. If you are, you will
UNLIQUIDATED OBLIGATION   have to prepare this modification
(ULO). IT CANNOT BE   through the Free Form SF 30 since DFAS
PROCESSED THROUGH THIS   must input a modification which will
MODULE.   result in a negative ULO.

THIS MODIFICATION WILL   Make sure that you are adjusting the
RESULT IN THE ULO FIELD   correct ACRN. If you are, determine
BECOMING NEGATIVE DUE TO   if the money still needs to be with-
AN AMOUNT PREVIOUSLY   held. If it does, you will have to
WITHHELD ON THIS ACRN.   prepare this modification through the
IT CANNOT BE PROCESSED   Free Form SF 30, since DFAS must input
THROUGH THIS MODULE.   a modification which will result in a
                                     negative ULO.

2.12.7.4   CONTRACT LEVEL CHANGES

   The ACO Contract Level Changes module allows the user to execute
changes to information that applies to the entire contract. This module
is comprised of two screens. The first screen, ACOCLC01, allows the
user to make changes to the CAGE, Admin By, Payment Office, Facility
Code, DMS Rating, Criticality Designator Code, Kind of Contract, and
Inspection/Acceptance Code. The second screen, ACOCLC02, allows the
user to change, add or delete a remittance address and correct discount
terms.

2.12.7.4.1 ACOCLC01 - CONTRACT LEVEL CHANGES PAGE 1

2.12.7.4.1.1 SAMPLE SCREEN

Figure 2.12.7-4a

2.12.7.4.1.2 DATA ELEMENTS

   Each data element on this screen, except for INSP/ACCPT has a FROM and
a TO field. The FROM field should only be changed if the data in MOCAS
does not match the hard copy contract. This is so that the modification
will print correctly.

DATA ELEMENTS   INSTRUCTIONS

CAGE Code   Commercial and Government Entity Code -
                                 A code that uniquely identifies the
                                 contractor. The ACO MOD System will
                                 display the CAGE Code of the Prime
                                 Contractor for the contract as it
                                 appears in MOCAS. To change the CAGE,
                                 overlay the new CAGE in the TO field.

DATA ELEMENTS	INSTRUCTIONS
ADMIN BY	Administered By - The Admin By Code is the DoDAAC of the primary organization assigned to administer the contract. The user has the ability to change this field; however, MOCAS will not be updated via EDI. The modification will have to be processed through normal channels.
PAYMENT OFFICE	The Payment Office code is the DoDAAC of the organization assigned to pay the contractor under the terms of the contract. The user has the ability to change this field; however, MOCAS will not be updated via EDI. The modification will have to be processed through normal channels since when the payment office changes, files and workload have to move at DFAS. Due to this fact, DFAS requested that this type of modification not directly update MOCAS.
FACILITY CODE	The Facility Code is the CAGE Code of a contractor location where the work for the contract is being performed. Adding a facility code will update MOCAS electronically via EDI for this contract only as long as the code is within your district. It will not add a brand new facility code to the MOCAS address file. A MAF clerk is still required to perform that function.
DMS RATING	Defense Material System Rating is part of the Defense Priority Assistance System which signifies the level of priority for suppliers and sub-contractors, based on the Defense Production Act. Two types of ratings are authorized, a DO rating or a DX rating. All ratings must contain the prefix DO or DX, followed by the appropriate two position program identification.

NOTE: If a change is made to this field, to preserve data integrity, a change may need to be made to the MOCAS Commodity Code, also outside of this module. |

DATA ELEMENTS	INSTRUCTIONS

CRITICALITY CODE

The Criticality Code sets a priority, i.e., the degree of importance, of supplies or services under contract. The lowest designator consistent with government requirements will be assigned. Criticality codes are:

A - Contracts under a DoD or service directed critical program; contracts negotiated under public exigency.
B - Contracts for items required to maintain a government or contractor production or repair line.
C - All defense contracts other than designator A and B.
Blank - An unrated order.

KIND OF CONTRACT

The Kind of Contract Code identifies the basic intent of the contract, e.g., procurement of supplies, research and development, etc. If an unpriced order or letter contract is being definitized, change the Kind of Contract Code appropriately. Otherwise, this data element should not change.

NOTE: The Kind of Contract Code will not print on the SF 30.

Valid values are:

1 - Supply Contracts and Orders
2 - Research and Development Contracts
3 - System Acquisition Contracts
5 - Maintenance Contracts
6 - Service Contracts
7 - Facilities Contracts
8 - Undefinitized Letter Contract
9 - Unpriced Orders Against BOA
0 - Other

INSP/ACCPT

Inspection/Acceptance - This code identifies the inspection acceptance point at the contract level. The drop-down list box includes these valid Inspection/Acceptance codes:

1 - Source
2 - Destination (CONUS)
3 - Inspection at Source, Acceptance at Destination (CONUS)
4 - Certificate of Conformance
5 - Fast Pay

DATA ELEMENTS   INSTRUCTIONS

                                       6 - Combination, different CLINs
                                             have different I/A requirements.
                                       7 - Letter of Transmittal
                                       8 - Specified Elsewhere
                                       9 - Payment based on other than
                                             DD Form 250/1155
                                       C - Inspection at Source, Acceptance at
                                             Destination - Port (Water or Air)
                                       K - Destination (overseas)
                                       L - Inspection at Source, Acceptance
                                             at Destination - Overseas
                                       N - No Inspection and Acceptance
                                             Provisions

ADDRESS   This four line field displays the
                                       address of the CAGE Code, Admin By,
                                       Payment Office, and Facility Code
                                       displayed in the TO field after a
                                       change is made on the screen.

2.12.7.4.1.3 PROCEDURE FOR USING ACOCLC01

   a. When accessing ACOCLC01, data in both the FROM and TO fields will
be prefilled with MOCAS data. Generally, the changes will be required
for the TO data only. For instance where the modification is written
for the purpose of correcting a mistake on the hard copy contract but
the information in MOCAS is correct, the user may overlay the
information in the FROM fields so that the contractually correct
information will appear on the SF 30. Both the FROM and TO information
will be printed on the SF 30.

   b. To make a change perform the following:

      (1) Place the cursor at the beginning of the field to be changed and
type the new information. There is a drop down list box by the INSPEC/
ACCEPT field. To display a list of valid INSPEC/ACCEPT codes, click on
the down arrow. When you click on the arrow another box will appear with
an up and down arrow. Click on the up or down arrow and hold the mouse
down until you reach the value you desire. Click on the value to select
it. It will now appear in the box. When you change the TO CAGE Code,
Admin By, Payment Office, or Facility Code, the Address field will
automatically display the name and address associated with the new code.

      (2) Click on the SAVE button.

   c. To go to the next page, click on the PAGE DOWN button.

2.12.7.4.1.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   There are two possible standard formats for contract level changes.
The first format shown below is used when there is only one contract
level change, no CLIN or schedule changes, and the user does not write
his own purpose statement. The second format shown below is used when
there is more than one change or the user writes his own purpose
statement.

a. First format:

     (1) CAGE Code - The purpose of this modification is to change the CAGE code in Block 8 from _____ to _____. The new CAGE and its address will be printed on the next lines. Only the CAGE will show in the first block.

     (2) ADMIN BY - The purpose of this modification is to change the Administration Office from _____ to _____ (the blanks will be filled in with DoDAAC, name, and address).

     (3) Payment Office - The purpose of this modification is to change the Payment Office from _____ to _____ (the blanks will be filled in with DoDAAC, name, and address).

     (4) Facility Code - The purpose of this modification is to change the place of performance from _____ to _____ (the first blank will be filled in with the CAGE, name, and address of the contractor, the second blank will be filled in with the CAGE, Name, and Address associated with the new place of performance).

     (5) DMS Rating:

          (a) If the FROM DMS is blank - The purpose of this modification is to change the DPAS rating to _____.

          (b) If the FROM DMS rating is not blank - The purpose of this modification is to correct the DPAS rating from _____ to _____.

     (6) Criticality Code - The purpose of this modification is to correct the criticality designator from _____ to _____.

     (7) Inspection/Acceptance - The purpose of this modification is to change the Inspection point from _____ to _____ and the acceptance point from _____ to _____ (fill in the blanks with the equivalent words. This applies at the contract level only.) The appropriate words are shown below:

CODE	INSPECTION	ACCEPTANCE
1	Source	Source
2	Destination	Destination
3	Source	Destination
4	Certificate of Conformance	Certificate of Conformance
5	Destination (Fast Pay)	Destination (Fast Pay)
6	See Individual CLIN	See Individual CLIN
7	Letter of Transmittal	Letter of Transmittal
8	Specified Elsewhere	Specified Elsewhere
9	Other	Other
B	Destination (Port)	Destination (Port)
C	Source (Port)	Destination (Port)
D	Destination	Source
K	Destination (Overseas)	Destination (Overseas)
L	Source (Overseas)	Destination (Overseas)
N	None	None

b. Second Format:

NOTE: If either the FROM or the TO is blank, instead of changed it will
say added (if FROM is blank) or deleted (if TO is blank).

    (1) CAGE code - The CAGE is changed from _____ to _____.

    (2) ADMIN BY - The Administration Office is changed from _____ to
_____.

    (3) Payment Office - The Payment Office is changed from _____
to _____.

    (4) Facility Code - The following facility is added as a place of
performance under this contract: Print CAGE, name and address.

    (5) DMS Rating:

      (a) If the FROM DMS Rating is blank - The DPAS rating is changed
to _____.

      (b) If the FROM DMS Rating is not blank - The DPAS rating is
corrected from _____ to _____.

    (6) Criticality Code

      (a) If the FROM criticality code is blank - The criticality
designator is changed to _____.

      (b) If the From criticality code is not blank - The criticality
designator is corrected from _____ to _____.

    (7) Inspection/Acceptance -The inspection point is hereby changed
from _____ to_____ . The acceptance point is hereby changed from
_____ to _____.

2.12.7.4.1.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

INVALID DODAAC   The DoDAAC you entered in the Admin
                                 By field or Payment Office field does
                                 not exist on the ACO MOD Data Base.
                                 Check to make sure the DoDAAC is
                                 correct. If it is a new DoDAAC, it
                                 will update the ACO MOD Data Base
                                 during the nightly cycle after it is
                                 entered into MOCAS. You can wait
                                 until MOCAS is updated to prepare
                                 your modification, or you may prepare
                                 the modification, using the Free Form
                                 SF 30.

INVALID CAGE   The CAGE you entered in either the
                                 CAGE or Facility Code field does not
                                 exist on the ACO MOD Data Base for
                                 your district. Check to make sure
                                 the CAGE is valid. If it is a new
                                 CAGE, it will update the ACO MOD data

ERROR MESSAGE	CORRECTIVE ACTION
	base during the nightly cycle after it is entered into MOCAS. You can wait until MOCAS is updated to prepare your modification, or you may prepare the modification using the Free Form SF 30.
INVALID CRITICALITY CODE IN THE TO FIELD, PLEASE ENTER A A, B OR C.	The Criticality Code must be A, B, C, or blank, with A being the most critical and C being routine.
INVALID CRITICALITY CODE IN THE FROM FIELD, PLEASE ENTER A A, B, C, OR LEAVE BLANK.	The Criticality Code must be A, B, C, or blank, with A being the most critical and C being routine.
INVALID KIND OF CONTRACT IN THE TO FIELD, PLEASE ENTER A 0-9.	The Kind of Contract code must be a valid MILSCAP code. See appendix A-7 of DoD 4000.25-5-M for a complete list of valid codes.
INVALID KIND OF CONTRACT IN THE FROM FIELD, PLEASE ENTER A 0-9.	The Kind of Contract code must be a valid MILSCAP code. See appendix A-7 of DoD 4000.25-5-M for a complete list of valid codes.

2.12.7.4.2 ACOCLC02 - CONTRACT LEVEL CHANGES PAGE 2

   ACOCLC02 allows changes to the Remittance Address and discount terms.

2.12.7.4.2.1 SAMPLE SCREEN

Figure 2.12.7-4b

2.12.7.4.2.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
REMITTANCE ADDRESS	The Remittance Address consists of five lines of 28 character positions each. It is the address to which the contractor's check will be sent.
DISCOUNT OTHER	The Discount Other Code is a one position character field identifying the existence of any other discount terms offered by the contractor. A 9 indicates the presence of other discounts. Blank indicates no other discounts.
NET TERMS	Net terms, a two character field, identifies the number of the days in which the contract must be paid in full. MOCAS data will displayed in

DATA ELEMENTS	INSTRUCTIONS
	this field. If the net terms are other than 30 days, enter the number of net days. Otherwise, leave blank.
DISCOUNT	The discount field identifies the discount term(s) which consist of a percentage discount, followed by the number of days in which the discount can be taken. Two discount terms may be entered. The percentages should be entered as whole numbers (i.e., 50% should be entered as 50; 5% should be entered as 5; 1/2% should be entered as 0.5).

2.12.7.4.2.3 PROCEDURE FOR USING ACOCLC02

   a. Incorporating a Remittance Address - To incorporate a remittance address, click on the INCORPORATE button at the bottom of the screen. Click YES when asked if you want to incorporate a remittance address. The cursor will now appear in the Name field of the remittance address. Enter the remittance address. Foreign remittance addresses, other than Canadian, cannot be entered. Click on the SAVE button.

   b. Changing a Remittance Address - To change an existing remittance address or to correct the address that was just incorporated, overwrite the address with the correct information. Click on the SAVE button.

   c. Deleting a Remittance Address - To delete an existing remittance address, click on the DELETE button. When asked if you want to delete, click on YES. Click on the SAVE button.

   d. Changing Discount Terms - To change the discount terms, place the cursor on the field to be changed. Key in the new information. You may use ENTER, TAB, or click on the next field to navigate from field to field. Click on the SAVE button.

NOTE 1: If you are making more than one type of change on this or any screen, it is not necessary to click on SAVE after each change.

NOTE 2: To return to the first page, click on the PAGE UP button after saving the changes on Page 2.

NOTE 3: Use the CANCEL button to erase any changes made to the remittance address, prior to saving them.

2.12.7.4.2.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   a. Incorporating a Remittance Address

   The following remittance address is hereby incorporated:

   Name
   Address

b. Changing a Remittance Address

    The remittance address is hereby changed to (new remittance
address).

c. Deleting a Remittance Address

    The remittance address is hereby deleted.

d. Discount Terms - Changing or Adding Discount Terms

    The new discount terms are X% for X days.. If both fields are
filled in, it will read as above plus and X% for X days.

e. Deleting Discount Terms

    Discount terms are hereby deleted from the contract.

f. Changing the Discount Other Field

    If a change is made to the discount other field, IT WILL NOT PRINT
ON THE MODIFICATION. This field merely identifies other discounts such
as a trade discount.

g. Adding or Changing the Net Terms Field

    New payment terms are net X days.

h. Deleting Net Terms

    New payment terms are net 30 days.

2.12.7.4.2.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE	CORRECTIVE ACTION
WHEN ENTERING DISCOUNT TERMS, THE ASSOCIATED DISCOUNT DAY(S) IS REQUIRED.	Enter the discount days.
INVALID STATE ENTERED, TRY AGAIN.	Enter the correct two digit state code or CAN for Canada.
INVALID ZIP	A US ZIP Code must be 5 or 9 characters. A Canadian ZIP Code must be in the following format XXX XXX.
INVALID DISCOUNT OTHER, PLEASE ENTER A 9 OR LEAVE BLANK.	Leave blank if there are no other discounts. Enter a 9 to indicate that there are other discounts.
THE NET TERM VALUE MUST BE GREATER THAN ZERO.	Leave blank or enter the net terms. Must be greater than zero.
THE FIRST DISCOUNT PERCENT AND DAY TERM FIELDS MUST BE FILLED.	You cannot enter data in the second discount fields, unless the first discount fields are filled. If there is only one discount, enter it in the first discount fields.

2.12.7.5 ADD/CHANGE/DELETE A CONTRACT CLAUSE

2.12.7.5.1   ACOCLS01 - ADD/EDIT CLAUSE(S)

   This screen is the first screen used in adding, deleting, or modifying
a clause. It is important to note that clauses should be incorporated
in accordance with the Federal Acquisition Regulation and the DoD
Supplement thereto.

2.12.7.5.1.1 SAMPLE SCREEN

Figure 2.12.7.5a

2.12.7.5.1.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

STATUS   Indicates whether the modification is
                                     Adding (A), Deleting (D), or Modifying
                                     (M) a clause.

CLAUSE(S)   The FAR or DFARs citation and title of
                                     the clause being added, deleted, or
                                     modified.

DATE   The date of the clause being modified.

2.12.7.5.1.3 PROCEDURE FOR USING ACOCLS01

    To Add, Delete, or Modify a clause do the following:

   a. Click on the ADD button at the bottom of the screen. This will
bring up a library of FAR and DFARs clauses. After you have selected
the clauses, and returned to this screen, you have two options.

   b. If you are incorporating a clause that does not require filler,
click on the SAVE button at the bottom of the screen.

   c. If you are incorporating a clause that requires filler, a Progress
Payment Clause or the Quantity Variation clause, or deleting or
modifying a clause, double click anywhere on the clause to bring up the
clause detail screen. This screen will enable you to change the status
to D (Delete), M (Modify), or add the required fillers. NOTE: This
must be done for each clause that you do not wish to incorporate.

2.12.7.5.2 ACOCLS02 - SELECT CLAUSE(S)

   This screen enables the user to select the clause(s) to incorporate,
delete, or modify. If the clause you wish to select is not on this
screen, notify a district FASS Team member to see about adding it to the
data base.

2.12.7.5.2.1 SAMPLE SCREEN
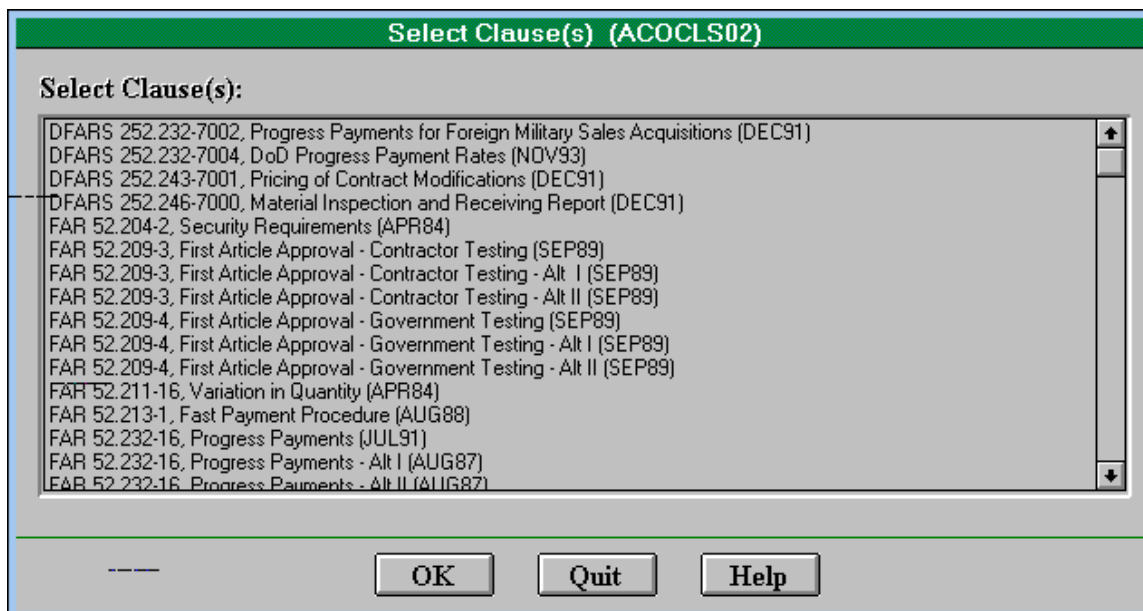
Figure 2.12.7.5b

2.12.7.5.2.2 PROCEDURE FOR USING ACOCLS02

   a. Select the clause or clauses. To select just one clause, click on
the clause to highlight it. To select more than one clause, hold down
the CTRL key while clicking on each clause.

   b. Click on OK. This will return you to ACOCLS01.

   c. If you wish to quit, without saving the clauses you have selected,
click on the QUIT button at the bottom of the screen.

   d. If you need help on this screen, click on the HELP button at the
bottom of the screen.

2.12.7.5.3 ACOCLS04 - CLAUSE DETAIL

   This screen is used to indicate whether you are incorporating,
modifying, deleting, or filling in the blanks on a clause.

2.12.7.5.3.1 SAMPLE SCREEN
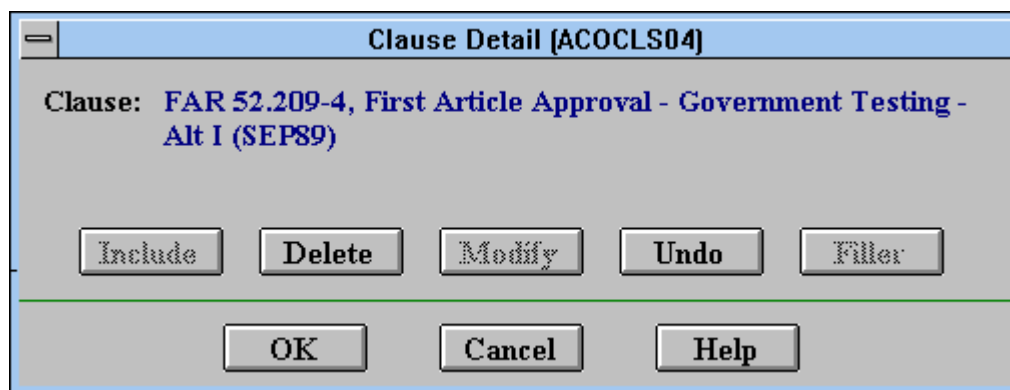
Figure 2.12.7.5c

2.12.7.5.3.2 PROCEDURE FOR USING ACOCLS04

   Notice that only the valid buttons for the clause are enabled.
Everything else is grayed out. The following buttons are avaliable from
this screen.

   a. INCLUDE

      This button incorporates the clause. It will not be enabled when
you enter the screen, but if you clicked on DELETE, INCLUDE would be
enabled.

   b. DELETE

      This button deletes the clause. Click on it if you wish the
modification to say that the clause is deleted.

c. MODIFY

    This only applies to the three FAR Progress Payment clauses. It is
used to incorporate alternate liquidation rates. Click on this button
if you wish to incorporate alternate liquidation rates.

d. UNDO

    This button deletes any changes you have made after they have been
saved and returns the clause to its former status.

e. FILLER

    This button is used to fill in the blanks for the Quantity Variation
Clause and the Progress Payment Clauses (rates). While the rates are
included as part of the Progress Payment Clause, in order for MOCAS to
update correctly, it is necessary for the CA to include the rates. They
will not print on the modification. The rates are only needed if the
clause is being incorporated.

f. OK

    This button saves the changes and returns the user to ACOCLS01,
ADD/EDIT CLAUSE(S).

g. CANCEL

    This button undoes changes before they have been saved, that is
before the user has clicked OK.

h. HELP

    This button allows the user to access the online help facility for
this screen.

2.12.7.5.3.3 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES   CORRECTIVE ACTION

THIS CHANGE IS NOT ALLOWED   You cannot modify the Progress Payment
                                 clause unless you are incorporating
                                 alternate liquidation rates.

2.12.7.5.4 ACOCLS05 - FAR 52.211-16, VARIATION IN QUANTITY (APR 84)

   This screen is used to indicate the percentages over and under that
the contractor is authorized to ship and how that percentage is to be
applied.

2.12.7.5.4.1 SAMPLE SCREEN

Figure 2.12.7.5d

2.12.7.5.4.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

QUANTITY VARIANCE % OVER   The percentage which the contractor can
                                      deliver in addition to the ordered
                                      quantity.

QUANTITY VARIANCE % UNDER   The percentage which can be
                                      undershipped by the contractor.

THE INCREASE OR DECREASE   Select from the five choices how the
SHALL APPLY TO: quantity variation is to be applied.

2.12.7.5.4.3 PROCEDURE FOR USING ACOCLS05

   a. Enter the Quantity Variance % Over and Under as follows:

     (1) To enter a whole number, click on the down arrow next to the
first drop down list box. Select the number to apply from 0 to 10 by
clicking once on the desired value. Use the arrows to scroll up and down
in the list.

     (2) The second drop down list box contains fractions of a percent
and works in the same way as the whole number drop down list box. If a
fraction of a percent does not apply, do not click on the down arrow
next to the second drop down list box.

b. How the Quantity Variation Should be Applied

   Total Contract Quantity will always be checked. If you wish to
apply the quantity variation differently, click on the diamond next to
the phrase you wish to incorporate.

   c. The buttons at the bottom of the screen operate as follows:

   (1) OK - Use this button to save your changes and return to the
previous screen.

   (2) CANCEL - Use this button to delete changes made, even if the
changes have been saved.

   (3) QUIT - Use this button to exit the screen and return to the
previous screen. If you have not saved changes made, you will be asked
if you wish to save them. If you have not entered data on the screen,
you will be asked if you wish to enter data prior to quitting.

   (4) HELP - Use this button to access the online help facility for
this screen.

2.12.7.5.4.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES   CORRECTIVE ACTION

YOU MUST SELECT A PERCENTAGE   Click on the QUIT button rather than
                                    on the OK button if you wish to exit
                                    the screen without entering
                                    percentages. When incorporating the
                                    quantity variation clause, percentages
                                    are required.

NO PERCENTAGES HAVE BEEN   Percentages are required when
SELECTED, DO YOU WANT TO   incorporating the quantity variation
CONTINUE?   clause. If you are not incorporating
                                    the quantity variation clause, click on
                                    the YES button. If you are
                                    incorporating the quantity variation
                                    clause, click on the NO button and
                                    enter the percentages.

2.12.7.5.5 ACOCLS06 - FAR 52.232-16 PROGRESS PAYMENT RATE

   This screen is used to add the payment rate and liquidation rate for
U.S. and FMS Progress Payments.

2.12.7.5.5.1 SAMPLE SCREEN


```
┌────────────────────────────────────────────────┐
│ FAR 52.232-16 Progress Payment Rate  (ACOCLS06) │
│                                                  │
│    US Progress Payment Rate: [        ]  %       │
│                                                  │
│        US Liquidation Rate:  [        ]  %       │
│                                                  │
│       FMS Progress Payment:  [        ]  %       │
│                                                  │
│       FMS Liquidation Rate:  [        ]  %       │
│                                                  │
│   [  OK  ]  [ Cancel ]  [ Quit ]  [ Help ]       │
└────────────────────────────────────────────────┘
```

Figure 2.12.7-5e

2.12.7.5.5.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

US PROGRESS PAYMENT RATE   The percentage of cost incurred/paid
                                    for the U.S. funded portion of the
                                    contract, that the contractor may
                                    receive prior to final shipment of the
                                    contract. Enter the percentage to a
                                    tenth of a percent. The decimal point
                                    must be entered if the rate is not a
                                    whole number. Must be numeric or
                                    blank.

US LIQUIDATION RATE   The percentage of the invoice for
                                    the U.S. funded portion of the
                                    contract that will be recouped when
                                    the contract is delivered. Enter the
                                    percentage to a tenth of a percent.
                                    The decimal point must be entered if
                                    the rate is not a whole number. Must
                                    be numeric or blank.

FMS PROGRESS PAYMENT RATE   The percentage of cost incurred/paid
                                    for the FMS funded portion of the
                                    contract, that the contractor may
                                    receive prior to final shipment of the
                                    contract. Enter the percentage to a
                                    tenth of a percent. The decimal point
                                    must be entered if the rate is not a
                                    whole number. Must be numeric or
                                    blank.

FMS LIQUIDATION RATE   The percentage of the invoice for
                                    the FMS funded portion of the contract
                                    that will be recouped when the contract

DATA ELEMENTS	INSTRUCTIONS
	is delivered. Enter the percentage to a tenth of a percent. The decimal point must be entered if the rate is not a whole number. Must be numeric or blank.

2.12.7.5.5.3 PROCEDURE FOR USING ACOCLS06

   a. Enter the appropriate rates. An individual rate cannot exceed 99.9. Must enter both U.S. rates and/or both FMS rates. After the rates have been entered, click on OK to save the changes. This will return you to the CLAUSE DETAIL screen.

   b. The CANCEL button at the bottom of the screen cancels any changes that have been made, even if the changes have been saved and does not return the user to the previous screen.

   c. The QUIT button at the bottom of the screen takes the user to the previous screen. If changes have been made and saved, it does not delete them. It does delete changes which have not been saved.

   d. The HELP button at the bottom of the screen takes the user to the online help facility for this screen.

2.12.7.5.5.4 ERROR MESSAGES AND CORRECTIVE ACTION
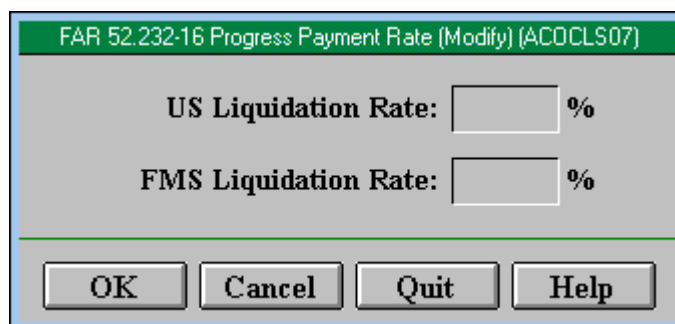
ERROR MESSAGES	CORRECTIVE ACTION
INVALID PERCENTAGE ENTERED, TRY AGAIN.	The percentage must not exceed 99.9.
YOU MUST FILL BOTH FIELDS.	Both U.S. rates or both FMS rates must be filled.

2.12.7.5.6 ACOCLS07 - FAR 52.232-16 PROGRESS PAYMENT RATE (MODIFY)

   This screen is used to incorporate alternate liquidation rates.

2.12.7.5.6.1 SAMPLE SCREEN

Figure 2.12.7-5f

2.12.7.5.6.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
US LIQUIDATION RATE	The percentage of the invoice for the U.S. funded portion of the contract, that will be recouped when the contract is delivered. Enter the percentage to a tenth of a percent. The decimal point must be entered if the rate is not a whole number. Must be numeric or blank.
FMS LIQUIDATION RATE	The percentage of the invoice for the FMS funded portion of the contract that will be recouped when the contract is delivered. Enter the percentage to a tenth of a percent. The decimal point must be entered if the rate is not a whole number. Must be numeric or blank.

2.12.7.5.6.3 PROCEDURE FOR USING ACOCLS07

  a. Enter the appropriate rates. An individual rate cannot exceed 99.9. After the rates have been entered, click on OK to save the changes. This will return you to the CLAUSE DETAIL screen.

  b. The CANCEL button at the bottom of the screen cancels any changes that have been made, even if the changes have been saved, and does not return the user to the previous screen.

  c. The QUIT button at the bottom of the screen takes the user to the previous screen. If changes have been made and saved, it does not delete them. It does delete changes which have not been saved.

  d. The HELP button at the bottom of the screen takes the user to the online help facility for this screen.

2.12.7.5.6.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
INVALID PERCENTAGE ENTERED, TRY AGAIN.	The percentage must not exceed 99.9.

2.12.7.5.7 STANDARD FORMAT FOR CLAUSES WHEN PRINTED ON MODIFICATION

  When incorporating a clause - The following clause(s) are hereby incorporated: (for fast pay or quantity variation). All others, THE FOLLOWING CLAUSE(S) ARE HEREBY INCORPORATED BY REFERENCE.

  b. When deleting a clause - The following clause(s) are hereby deleted:

    Clauses will be sorted in numeric sequence with FAR clauses printing before DFARs clauses and print in the following order:

(1) Deletions will print first.

   (2) Clauses incorporated in full text (fast pay and quantity variation)

   (3) Clauses incorporated by reference.

   (4) Modified clauses (Progress Payments only).

  c. Normally, if one of the Progress Payment clauses is added or deleted, the Progress Payment rates will not print on the modification. Exceptions to this rule are listed below:

   (1) If a Progress Payment Clause is deleted and in the same modification a different Progress Payment Clause is added, the Progress Payment rates will print on the modification. The language will be: FAR xxxxx is hereby deleted. FAR xxxxx is hereby incorporated. Accordingly, the new Progress Payment rates are 99.9 % for U.S. Progress Payment requests and 99.9 % for FMS Progress Payment requests.

   (2) If the Progress Payment Clause is modified, Alternate Liquidation Rates are hereby incorporated as follows: 99.9% US, 99.9% FMS will print on the MOD.

NOTE: In these examples, 9 signifies a numeric.

2.12.7.6   CLIN CHANGES

  The CLIN Level Changes Screens allow the user to change CLIN level information for the retrieved CLIN. Many of the fields will be automatically filled in with MOCAS data. This data can be changed/ overwritten, if necessary.

2.12.7.6.1 ACOCLN01 - CLIN LEVEL CHANGES PAGE 1

  This screen allows the user to change CLIN data. It also is used to access other screens related to the CLIN such as the schedule screens and the Add a CLIN Screen.

2.12.7.6.1.1   SAMPLE SCREEN

Figure 2.12.7-6a

2.12.7.6.1.2   DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - Identifies a specific supply item or a service. This field is system generated from the CLIN/ELIN entered when the contract was retrieved from MOCAS.
ACRN	Accounting Classification Reference Number - A two digit alphanumeric code which identifies the long line accounting appropriation. It is system generated from MOCAS and cannot be changed.
INSP./ACCEPT. CODE	Inspection/Acceptance Code - A two digit code that identifies the inspection and acceptance points. Valid Values are: SS - Source Inspection, Source Acceptance

DATA ELEMENTS	INSTRUCTIONS
	DD - Destination Inspection, Destination Acceptance
	SD - Source Inspection, Destination Acceptance
	DS - Destination Inspection, Source Acceptance
	LT - Letter of Transmittal Only
	NO - No Inspection/Acceptance Required
	ZZ - Inspection/Acceptance Required, Specified Elsewhere
	ND - Fast Pay - No Inspection/ Acceptance Required for Payment
	CC - Contract Specifically Authorizes Payment on a Properly Executed Certificate of Conformance (COC) for Other Than Air Force Contracts
	CT - Air Force Contracts with Certificate of Conformance
NOUN	Identifies the name or description of the item being procured.
SERVICE COMPLETION DATE	The contractual date the service will be delivered in YY/MM/DD format.
QUANTITY VARIANCE % OVER	The percentage of the CLIN Order Quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity. NOTE: To add a quantity variation to the contract, the quantity variation clause should be used.
QUANTITY VARIANCE % UNDER	The percentage of the CLIN Order Quantity for a specific CLIN/ELIN which can be undershipped by the contractor. NOTE: To add a quantity variation to the contract, the quantity variation clause should be used.
UNIT OF MEASURE	Identifies the purchase unit of the item, e.g. foot, pounds, box, each.
PART NUMBER	Identifies the contractor's part number.
FOB SITE	Free On Board Site - The site from which shipping expenses will be paid. Valid values are: S - Source (Government pays shipping expenses) D - Destination (Contractor pays shipping expenses)

DATA ELEMENTS	INSTRUCTIONS

NATIONAL STOCK NUMBER — The number assigned under the Federal Catalog program to each approved U.S. Federal Item Identification. It consists of a four position Federal Supply Classification and a seven position National Item Identification Number. NSNs that have more than 13 positions are prefixed and/or suffixed with alphabetic characters (e.g., AA2340 00 078 5634, IRM 6115 00 123 4567DA, etc.) Must be blank, N, 13-15 alphanumerics.

NO CHARGE INDICATOR — Indicates that a charge is not associated with this CLIN. Valid values are:

U – Undefinitized
N – Not Separately Priced
C – No Charge
Blank – There is a charge associated with the item.

UNIT PRICE — The price per unit sold of the item. The system allows for five positions to the right of the decimal point. The user should enter the number, placing the decimal point appropriately. The dollar sign and commas will be automatically generated.

TOTAL ITEM AMOUNT — Identifies the total dollar value of the line item. Originally, this field will contain MOCAS data. If a change is made to Unit Price and/or Total Quantity, the system will recalculate the Total Item Amount and automatically update this field.

ESTIMATED PRICE INDICATOR — Indicates whether the unit price is estimated. Valid values are:

Yes – The unit price is estimated
No – The unit price is not estimated.

TOTAL QUANTITY — Identifies the total quantity ordered on this line item.

ESTIMATED QUANTITY INDICATOR — Indicates whether the quantity is estimated. Valid values are:

Yes – The unit price is estimated
No – The unit price is not estimated.

2.12.7.6.1.3 PROCEDURE FOR USING ACOCLN01

   When accessing page one of the CLIN Level Changes, the fields will be
prefilled with MOCAS data. To make a change, perform the following:

   a. Where a drop down list box or check box is not involved:

      Place the cursor at the beginning of the field to be changed and
type the new information.

   b. Where a drop down list box is involved:

      (1) There is a drop down list box by the CLIN/ELIN, INSP/ACCPT Code,
Quantity Variance % Over, Quantity Variance % Under, and No Charge
Indicator fields. Since these boxes work differently, depending on the
field, they will be discussed separately.

      (2) CLIN/ELIN - If more than one CLIN/ELIN has been retrieved, it is
possible to switch to another CLIN by using the drop down list box by
clicking on the arrow and selecting the CLIN from the list.

      (3) INSP/ACCPT CODE - The Inspection/Acceptance may be keyed in the
box, or you may click on the arrow. When you click on the arrow,
another box will appear with an up and down arrow. Click on the up or
down arrow and hold the mouse down until you reach the value you desire.
Click on the value to select it. It will now appear in the box.

      (4) QUANTITY VARIANCE % OVER - There are two drop down list boxes.
The first is for the whole number and the second is for a fraction. The
numbers may be keyed in the box or you may click on the arrow. When you
click on the arrow, another box will appear with an up and down arrow.
Click on the up or down arrow and hold the mouse down until you reach
the value you desire. Click on the value to select it. It will now
appear in the box.

      (5) QUANTITY VARIANCE % UNDER - There are two drop down list boxes.
The first is for the whole number and the second is for a fraction. The
numbers may be keyed in the box, or you may click on the arrow. When
you click on the arrow, another box will appear with an up and down
arrow. Click on the up or down arrow and hold the mouse down until you
reach the value you desire. Click on the value to select it. It will
now appear in the box.

      (6) NO CHARGE INDICATOR - The No Charge Indicator may be keyed in
the box, or you may click on the arrow. When you click on the arrow,
another box will appear with an up and down arrow. Click on the up or
down arrow and hold the mouse down until you reach the value you desire.
Click on the value to select it. It will now appear in the box.

   c. Where a check box is involved:

      (1) Click on the box associated with the value you wish to change
to. This will automatically clear the other box. Note that check boxes
are used for either/or situations.

(2) The buttons at the bottom of the screen will either take you to other screens that chain off of this screen or perform other functions. Each button is discussed separately below:

(a) SAVE - This button saves your changes. If you fail to click on this button, prior to exiting the screen, you will be asked if you want to save your changes.

(b) DELETE - This button deletes the CLIN. It should be used when the modification is deleting a line item.

(c) CANCEL - This button undoes all the changes that have been made on this screen. It can only be used before the changes have been saved. After the changes are saved, in order to undo them you must overwrite with the old information or delete the actions on the Action History Screen.

(d) ADD CLIN - This button takes you to another screen where you can add a CLIN.

(e) SCHEDULES - This button takes you to the Active Schedule Screen, where you may add, delete, or change a schedule record.

(f) PAGE DOWN - This button takes you to the second page of the CLIN screen, where you may indicate if you are issuing a Definitization Modification.

2.12.7.6.1.4 STANDARD FORMAT WHEN PRINTED ON MOD

a. If more than one CLIN is being changed, CLINs will print in alphabetic order.   CLIN level changes will print in the following format:

```
CLIN 0001                     FROM            TO
   NSN:
 * Inspection:
 * Acceptance:
   FOB Site:
   UM:
   P/N:
   Service Compl Date:


CLIN 0002
```

*Valid values are shown below:

CODE	INSPECTION	ACCEPTANCE
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source
LT	Letter of transmittal	Letter of transmittal
NO	None	None
ZZ	Specified elsewhere	Specified elsewhere
ND	Destination (fast pay)	Destination (fast pay)
CC or CT	Certificate of Conformance	Certificate of Conformance

b. Unit price and quantity changes are different. For unit price the format is:

```
        FROM:                            TO:

CLIN  QTY      UNIT PRICE   TOTAL ITEM AMT       UNIT PRICE    TOTAL ITEM AMT
0001  10 EA   $100.00 E    $1,000.00   E        $200.00       $2,000.00
```

c. For quantity the format is:

```
     FROM:
CLIN QTY      UNIT PRICE   TOTAL ITEM AMT
0001 10 EA     $100.00      $1,000.00

     TO:
CLIN QTY      UNIT PRICE   TOTAL ITEM AMT
0001 20 EA     $100.00      $2,000.00
```

d. General Formatting Rules – Wherever QTY is shown (except for unit of measure change), quantity and unit of measure will be combined into one displayed field called QTY on the SF 30. Also, the estimated indicator will print with the quantity field, unit price field, and total item amount field, if applicable. If both a price and quantity change are made, the quantity change format above will print on the SF 30. All heading will be centered over the column of data. The exception is the CLIN level changes where the FROM and TO will be left justified. The data will be formatted as follows: Numeric fields will be right justified. All other fields will be left justified.

e. Quantity Variance Changes – If the quantity variance clause is being incorporated, the quantity variance will not print at CLIN level. If the quantity variance clause is not being incorporated, and a quantity variance is added at the CLIN level, it will print on the modification in the FROM TO format shown above.

2.12.7.6.1.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE	CORRECTIVE ACTION
THIS CLIN HAS BEEN DELETED, NO MODIFICATIONS CAN BE MADE	In order to make changes on the CLIN you previously deleted, go to the ACTION HISTORY Screen, click on wastebasket next to MOD TYPE C0DE, and click on YES when asked to confirm the delete. When you go back to the CLIN screen, you will be able to make changes to the CLIN.
INVALID INSPECTION/ ACCEPTANCE HAS BEEN ENTERED.	The inspection/acceptance must match the values in the drop down list box. Enter a valid value.
INVALID NO CHARGE INDICATOR ENTERED.	The No Charge Indicator must match the values in the drop down list box. Enter a valid value.

ERROR MESSAGE	CORRECTIVE ACTION
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	The service completion date must be a valid date.

2.12.7.6.2 ACOCLN02 - CLIN LEVEL CHANGES PAGE 2

   This screen is used to indicate the type of modification being prepared. The only type available is Definitization. (Amended Shipping Instruction will be developed later.) For this type of modification, the format is different than for a standard CLIN change.

2.12.7.6.2.1 SAMPLE SCREEN

Figure 2.12.7-6b

2.12.7.6.2.2 PROCEDURE FOR USING ACOCLN02

   When you access this screen, the NO will always be checked. If you are preparing a Definitization, click on the Yes check box, next to Definitization. Click the SAVE button to save your changes. Click the CANCEL button to undo your changes before they are saved. To return to Page 1 of the CLIN Level Changes screens, click on the PAGE UP button.

2.12.7.6.2.3 STANDARD FORMAT WHEN PRINTED ON THE MODIFICATION

CLIN 0001 is hereby definitized:

```
CLIN    NOUN      QTY     UM    UNIT PRICE      TOTAL ITEM AMT
0001   CABLE ASSY  40     EA        $76.30          $3,052.00

   NSN                  QV OVR   QV UNR    FOB SITE    ACRN
   5995-01-303-3650EW     0.0%     0.0%     SOURCE      AA

   P/N:  26916 087-015371-001

   INSPECTION:  Source

   ACCEPTANCE:  Source

SERVICE COMPL DATE:  96 JAN 01 (if applicable)

SHIP TO  M/F    MILSTRIP          DEL DATE        QTY      TP
N00383                            1996 SEP 30      40
(if applicable)
```

NOTE: For definitizations there is no FROM TO format. The CLIN is printed in its entirety. CLINs will be printed in alphabetic order.

2.12.7.6.2.4 ERROR MESSAGES AND CORRECTIVE ACTION

   There are no error messages associated with this screen.

2.12.7.6.3 ACOCLN05 - NEW CLIN

   This screen is used to add a new CLIN.

2.12.7.6.3.1 SAMPLE SCREEN

Figure 2.12.7-6c

2.12.7.6.3.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

ENTER A NEW CLIN #   Enter the four or six position CLIN
                                        number.

SELECT AN ACRN   Either key in the existing ACRN which
                                        funds the new CLIN or from the drop
                                        down list box, click on the down arrow
                                        and select the ACRN which is funding
                                        this new CLIN. If more than one ACRN
                                        is funding the CLIN, enter a 9.

SELECT A LINE ITEM TYPE   Either click on the SUPPLY LINE button
                                        or the SERVICE LINE button to indicate
                                        what type of line item this is. The
                                        only time a service line item should be
                                        chosen is when the quantity is one lot.
                                        Otherwise, even if the item is a
                                        service, choose the Supply Line button.

2.12.7.6.3.3 PROCEDURE FOR USING ACOCLN05

   a. All the data elements on the screen are required. None may be
left blank. After you click on either supply or service line item,
MOCAS will be queried to determine if the CLIN already exists. If the
CLIN does exist in MOCAS, you will receive an error message. Otherwise,
the New Supply Line Item Screen or the New Service Line Item Screen,
depending on which you chose, will be displayed.

   b. If you wish to edit a new CLIN you added, it is necessary to re-
enter the data on this screen. You will be notified that the new
Service or Supply CLIN exists as a Service or Supply line item and asked
if you wish to review/edit it. Click on YES to bring up the data you
previously entered.

2.12.7.6.3.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE   CORRECTIVE ACTION

PLEASE ENTER VALID CLIN.   The CLIN must be four or six
                                        characters. Enter a four or six
                                        character CLIN.

PLEASE ENTER OR SELECT A   The ACRN entered is not currently on
VALID ACRN FROM THE LIST.   the contract. Enter an ACRN which is
A USER IS UNABLE TO ADD AN   on the contract. If the new CLIN is
ACRN NOT CURRENTLY IN MOCAS.   being funded with a new ACRN, use the
                                        free form SF 30, instead of this module
                                        to prepare the modification.

ERROR MESSAGE	CORRECTIVE ACTION
THE CLIN REQUESTED ALREADY EXISTS	Check MOCAS and the contract to determine which CLINs are currently on the contract. Choose the next sequential CLIN number for the new CLIN, reenter the CLIN and try again.

2.12.7.6.4 ACOCLN07 - NEW SUPPLY LINE ITEM

   ACOCLN07 is used to add a new supply line item to the contract. It will automatically appear if Supply Line Item is selected on the ACOCLN05, NEW CLIN.

2.12.7.6.4.1 SAMPLE SCREEN

Figure 2.12.7-6d

2.12.7.6.4.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - Identifies a specific supply item or a service. The line item number will be system generated from the previous screen. It cannot be changed.

DATA ELEMENTS	INSTRUCTIONS
ACRN	Accounting Classification Reference Number - A two digit alphanumeric code which identifies the long line accounting appropriation. It is system generated from the previous screen and cannot be changed.
ORDER QUANTITY	Enter the amount of items being ordered. Must be a whole number, U (Undefinitized), or N (When it references an exhibit or service).
EST. ORDER QUANTITY INDICATOR	Estimated Order Quantity Indicator - Enter an E if the quantity is estimated. Leave blank if the quantity is not estimated.
UNIT OF MEASURE	Identifies the purchase unit of the item, e.g. foot, pounds, box, each. Enter the appropriate two digit abbreviation. Must be a two digit alpha code. Cannot be blank.
INSP./ACCEPT. CODE	Inspection/Acceptance Code - A two digit code that identifies the inspection and acceptance points. Valid Values are: SS - Source Inspection, Source Acceptance DD - Destination Inspection, Destination Acceptance SD - Source Inspection, Destination Acceptance DS - Destination Inspection, Source Acceptance LT - Letter of Transmittal Only NO - No Inspection/Acceptance Required ZZ - Inspection/Acceptance Required, Specified Elsewhere ND - Fast Pay. No Inspection/ Acceptance Required for Payment CC - Contract Specifically Authorizes Payment on a Properly Executed Certificate of Conformance (COC) for Other Than Air Force Contracts CT - Air Force Contracts with Certificate of Conformance
UNIT PRICE	The price per unit sold of the item. The system allows for five positions to the right of the decimal point. The user should enter the number placing

DATA ELEMENTS	INSTRUCTIONS
	the decimal point appropriately. The dollar sign and commas will be automatically generated. If the unit price is undefinitized, enter a U; if the unit price is not separately priced, enter a N; if the unit price is No Charge, enter a C.
ESTIMATED PRICE INDICATOR	Indicates whether the unit price is estimated. Enter an E if the unit price is estimated; leave blank if the unit price is not estimated.
TOTAL ITEM AMOUNT	Identifies the total dollar value of the line item. This field is system generated, based on the unit price and order quantity entered.
EST. TOTAL AMOUNT INDICATOR	Estimated Total Amount Indicator – Enter an E if either the unit price or order quantity is estimated. Otherwise, leave blank.
PQA SITE	Product Quality Assurance Site - Enter an S if the item requires source inspection. Enter a D if the item requires inspection at destination.
ACCEPTANCE SITE	Enter an S if the item requires source acceptance; enter a D if the item requires acceptance at destination.
NATIONAL STOCK NUMBER	The number assigned under the Federal Catalog program to each approved U.S. Federal Item Identification. It consists of a four position Federal Supply Classification and a seven position National Item Identification Number. NSNs that have more than 13 positions are prefixed and/or suffixed with alphabetic characters (e.g., AA2340 00 078 5634, IRM 6115 00 123 4567DA, etc.) Must be blank, N, 13-15 alphanumerics.
PART NUMBER	Enter the contractor's part number. May be blank.
FOB Site	Free-On-Board Site - The site from which shipping expenses will be paid. Valid values are:
	S - Source (Government pays shipping expenses)

DATA ELEMENTS	INSTRUCTIONS
	D - Destination (Contractor pays shipping expenses)
LIQ. DAMAGES CHARGES AUTHORIZED	Liquidated Damages Charges Authorized - If there is a liquidated damages clause in the contract that would apply to this line item, enter an A. Otherwise, leave blank (does not print on the hard copy modification).
QUANTITY VARIANCE % OVER	The percentage of the CLIN Order Quantity for a specific CLIN/ELIN which the contractor can deliver, in addition to the ordered quantity. NOTE: To add a quantity variation to the contract, the quantity variation clause should be used.
QUANTITY VARIANCE % UNDER	The percentage of the CLIN Order Quantity for a specific CLIN/ELIN which can be undershipped by the contractor. NOTE: To add a quantity variation to the contract, the quantity variation clause should be used.
FIRST ARTICLE ACCEPT. DATE	First Article Acceptance Date - If the CLIN being added is for a first article, enter the date the first article is to be accepted in YYMMDD format. If the CLIN is not for a first article, leave blank. Does not print on the modification. This element is used for updating MOCAS only.
SPN RECIPIENT	Shipping Performance Notice Recipient - If the activity to receive notice that the item shipped via MILSCAP is not the Issued By, enter the DoDAAC of the office to receive these notices. Otherwise, leave blank. Must be a valid DoDAAC or blank. Does not print on the modification.
WITHHOLD CODE	Enter an A if DFARs 252.204-7000, Contract Schedule SubLine Items Not Separately Priced - Withholding of Billing and Payment is cited and sublines are not separately priced. Enter a B if the ACO has directed withholding on this contract, due to delay in receipt of technical data, and it would apply to this CLIN also. Does not print on the modification.

DATA ELEMENTS   INSTRUCTIONS

NOUN   Enter the name or description of the
                                       item being procured.

2.12.7.6.4.3 PROCEDURE FOR USING ACOCLN07

   To Input data on this screen, do the following:

   a. Where a drop down list box is not involved:

     Place the cursor at the beginning of the field to be entered and key
in the new information.

   b. Where a drop down list box is involved:

     (1) Three fields consist of drop down list boxes. They are the
INSP/ACCPT Code, Quantity Variance % Over, and Quantity Variance %
Under.

     (2) INSP/ACCPT Code – The Inspection/Acceptance may be keyed in the
box, or you may click on the arrow. When you click on the arrow,
another box will appear with an up and down arrow. Click on the up or
down arrow and hold the mouse down until you reach the value you desire.
Click on the value to select it. It will now appear in the box.

     (3) Quantity Variance % Over – There are two drop down list boxes.
The first is for the whole number and the second is for a fraction. The
numbers may be keyed in the box, or you may click on the arrow. When
you click on the arrow, another box will appear with an up and down
arrow. Click on the up or down arrow and hold the mouse down until you
reach the value you desire. Click on the value to select it. It will
now appear in the box.

     (4) Quantity Variance % Under – There are two drop down list boxes.
The first is for the whole number and the second is for a fraction. The
numbers may be keyed in the box or you may click on the arrow. When you
click on the arrow, another box will appear with an up and down arrow.
Click on the up or down arrow and hold the mouse down until you reach
the value you desire. Click on the value to select it. It will now
appear in the box.

   c. There are four buttons at the bottom of the screen.

     (1) SAVE – Click on the SAVE button to save the information that has
been entered. If you forget to save, you will be prompted prior to
exiting the screen.

     (2) QUIT – Click on this button to return to the previous screen.

     (3) NEW SCHEDULE – Click on this button to add one or more schedules
to the CLIN. It will take you to the ACOCLN10, Add New Schedule. NOTE:
Supply line items require at least one schedule record and schedules
should add up to Order quantity of CLIN.

     (4) HELP – Click of this button to obtain help about the screen.

2.12.7.6.4.4 STANDARD FORMAT WHEN PRINTED ON MOD

```
ADD:
CLIN   NOUN      QTY     UM    UNIT PRICE       TOTAL ITEM AMT
0001   CABLE ASSY  40    EA       $76.30           $3,052.00

   NSN                   QV OVR   QV UNR   FOB SITE    ACRN
   5995-01-303-3650EW     0.0%     0.0%    SOURCE      AA

   P/N:  26916 087-015371-001

   INSPECTION:  Source

   ACCEPTANCE:  Source

SERVICE COMPL DATE:  96 JAN 01 (if applicable)

SHIP TO  M/F     MILSTRIP        DEL DATE        QTY      TP
N00383                           1996 SEP 30      40
(if applicable)
```

2.12.7.6.4.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE	CORRECTIVE ACTION
TOTAL AMOUNT OF CLIN CANNOT EXCEED $999,999, 999,999.99	Make sure you entered the unit price correctly. Remember that the system does not supply the decimal point, it must be entered.
PLEASE ENTER AN E OR LEAVE BLANK.	You attempted to enter something other than an E in the estimated quantity indicator, estimated unit price indicator, or estimated total amount indicator. If the amount is estimated, enter an E, otherwise leave blank.
INSPECTION/ACCEPTANCE CODE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE	Inspection/Acceptance Code cannot be blank. Use the drop down list box for a list of valid values.
PLEASE ENTER A VALID (S OR D) PQA SITE	PQA Site cannot be blank. Enter an S for source inspection or a D for destination inspection.
PLEASE ENTER A VALID (S OR D) ACCEPTANCE SITE	Acceptance Site cannot be blank. Enter an S for source acceptance or a D for destination acceptance.
INVALID ENTRY IN THE NSN FIELD, PLEASE LEAVE BLANK, OR ENTER A VALUE BETWEEN 13 TO 15 DIGITS.	Acceptable values for NSN are blank, N, or a 13, 14, or 15 digit alphanumeric characters.

ERROR MESSAGE	CORRECTIVE ACTION
PLEASE ENTER A VALID (S OR D) FOB SITE	FOB Site cannot be blank. Enter an S (Source) or D (Destination).
PLEASE ENTER AN 'A' FOR AUTHORIZED LIQUIDATED DAMAGES CHARGES	Something other than an A was entered. Enter an A to indicate the liquidated damages clause is in the contract and will apply to this CLIN or leave blank.
PLEASE ENTER A SIX CHARACTER LONG DODAAC.	The SPN Recipient, if entered, must be a six character long DoDAAC.
PLEASE ENTER A NOUN.	The Noun is a required field.
PLEASE ENTER A VALID (A OR B) WITHHOLD CODE.	Valid values for the withhold code are blank, (no withholding), A (DFARs 252.204-7000 is present), or B (ACO has directed withholding).
UNIT OF MEASURE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Unit of Measure cannot be blank. Enter the two character unit of measure.
UNIT PRICE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Unit Price cannot be blank. If unknown, enter a U; if No Charge, enter a C; if Not Separately Priced, enter an N. Otherwise, enter a number.
NOUN IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	The noun cannot be blank. Enter the noun.
PQA SITE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	The PQA Site cannot be blank. Must be S or D.
FOB SITE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	FOB Site cannot be blank. Must be S or D.
INSPECTION/ACCEPTANCE CODE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Inspection/Acceptance Code cannot be blank. Enter a valid two position code.
ACCEPTANCE SITE IS A REQUIRED FILED, PLEASE ENTER THE CORRECT VALUE!	Acceptance Site cannot be blank. Enter an S or D.
ORDER QUANTITY IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Order Quantity cannot be blank. If unknown, enter a U; if it relates to an exhibit or service, enter an N. Otherwise, enter a number.
INVALID NUMERIC ENTRY. NON-NUMERIC DATA IN FIELD.	This message appears in the Order Quantity field and Unit Price field. It appears if something other than

ERROR MESSAGE	CORRECTIVE ACTION
	numerics, a U or N is entered. For unit price, a C is also a valid entry. To correct, enter the appropriate order quantity or unit price.
INVALID NUMERIC ENTRY. LARGEST VALUE IS 99999999999.	The order quantity cannot exceed 99,999,999,999. Enter the correct order quantity.
INVALID NUMERIC ENTRY. ENTER ONLY ONE DECIMAL POINT.	Only one decimal point is allowed. Delete the extra decimal point from the unit price field.
INVALID NUMERIC ENTRY. CANNOT HAVE MORE THAN FIVE NUMBERS TO THE RIGHT OF THE DECIMAL.	The unit price cannot be shown in less than thousandth of a cent. Correct the unit price.
INVALID NUMERIC ENTRY. LARGEST VALUE IS 9999999999.99999.	The unit price cannot exceed $9,999,999,999.99999. Correct the unit price.

2.12.7.6.5 ACOCLN08 - NEW SERVICE LINE ITEM

   ACOCLN08 is used to enter a new service line item. All service line items have an order quantity of one and a unit of measure of lot.

2.12.7.6.5.1 SAMPLE SCREEN

Figure 2.12.7-6e

2.12.7.6.5.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

CLIN/ELIN   Contract Line Item Number/ Exhibit Line
                                     Item Number - Identifies a specific
                                     supply item or a service. The line
                                     item number will be system generated
                                     from the previous screen. It cannot be
                                     changed from this screen.

SERVICE COMPLETION DATE   Enter the date the service is contrac-
                                     tually required to be completed.
                                     Enter in YYMMDD format.

SCHEDULE INDICATOR   Indicates if the Service Completion
                                     Date is Estimated. Enter an E if the
                                     date is estimated; otherwise, leave
                                     blank.

PQA SITE   Product Quality Assurance Site - Enter
                                     an S if the item requires source
                                     inspection. Enter a D if the item
                                     requires inspection at destination.

ACCEPTANCE SITE   Enter an S if the item requires source
                                     acceptance, enter a D if the item
                                     requires acceptance at destination.

ACRN   Accounting Classification Reference
                                     Number - A two digit alphanumeric code
                                     which identifies the long line
                                     accounting appropriation. It is system
                                     generated from the previous screen and
                                     cannot be changed.

DESCRIPTION OF SERVICES   Enter a short description of the
                                     service being procured.

TOTAL ITEM AMOUNT   Identifies the total dollar value of
                                     the line item. Enter the total amount
                                     of the service. Enter the decimal
                                     point, if necessary.

EST. TOTAL AMOUNT INDICATOR   Estimated Total Amount Indicator -
                                     Enter an E if the price is estimated.
                                     Otherwise leave blank.

LIQ. DAMAGES INDICATOR   Liquidated Damages Indicator - If there
                                     is a liquidated damages clause in the
                                     contract that would apply to this line
                                     item, enter an A. Otherwise leave
                                     blank.

                                     CAUTION: This field will not update
                                     MOCAS.

INSPECTION ACCEPTANCE CODE   A two digit code that identifies the
                                     inspection and acceptance points.
                                     Valid Values are:

DATA ELEMENTS	INSTRUCTIONS

SS - Source Inspection, Source
  Acceptance
DD - Destination Inspection,
  Destination Acceptance
SD - Source Inspection, Destination
  Acceptance
DS - Destination Inspection, Source
  Acceptance
LT - Letter of Transmittal Only
NO - No Inspection/Acceptance
  Required
ZZ - Inspection/Acceptance Required,
  Specified Elsewhere
ND - Fast Pay. No Inspection/
  Acceptance Required for
  Payment
CC - Contract Specifically Authorizes
  Payment on a Properly Executed
  Certificate of Conformance
  (COC) for Other Than Air Force
  Contracts
CT - Air Force Contracts with
  Certificate of Conformance

WITHHOLD CODE   Enter an A if DFARs 252.204-7000,
Contract Schedule SubLine Items Not
Separately Priced - Withholding of
Billing and Payment is cited and
sublines are not separately priced.
Enter a B if the ACO has directed
withholding on this contract due to
delay in receipt of technical data and
it would apply to this CLIN also.

CAUTION: This field will not update
MOCAS.

SPN RECIPIENT   Shipping Performance Notice Recipient -
If the activity to receive notice that
the item shipped via MILSCAP is not the
Issued By, enter the DoDAAC of the
office to receive these notices.
Otherwise, leave blank. Must be a
valid DoDAAC or blank.

CAUTION: This field will not update
MOCAS.

2.12.7.6.5.3 PROCEDURE FOR USING ACOCLN08

  To Input data on this screen, do the following:

  a. Where a drop down list box is not involved:

    Place the cursor at the beginning of the field to be entered and key
in the new information.

b. Where a drop down list box is involved:

    Inspection Acceptance Code is the only drop down list box. The Inspection/Acceptance may be keyed in the box, or you may click on the arrow. When you click on the arrow, another box will appear with an up and down arrow. Click on the up or down arrow and hold the mouse down until you reach the value you desire. Click on the value to select it. It will now appear in the box.

    c. There are three buttons at the bottom of the screen.

    (1) SAVE - Click on the save button to save the information that has been entered. If you forget to save, you will be prompted prior to exiting the screen.

    (2) QUIT - Click on this button to return to the previous screen.

    (3) HELP - Click of this button to obtain help about the screen.

2.12.7.6.5.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

ADD:

CLIN	DESCRIPTION	QTY	UM	UNIT PRICE	TOTAL AMOUNT	ACRN
0001AA	SERVICE	1	LO	$99,999,999.00 E	$99,999,999.00 E	AA

INSPECTION: SOURCE

ACCEPTANCE: SOURCE

SERVICE COMPL DATE: 97 JAN 01 E

2.12.7.6.5.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGE	CORRECTIVE ACTION
PLEASE ENTER AN E OR LEAVE BLANK.	You attempted to enter something other than an E in the schedule indicator. If the date is estimated, enter an E; otherwise, leave blank.
INSPECTION/ACCEPTANCE CODE IS A REQUIRED FIELD, PLEASE	Inspection/Acceptance Code cannot be blank. Use the drop down list box for a list of enter the correct value valid values.
PLEASE ENTER A VALID (S OR D) PQA SITE	PQA Site cannot be blank. Enter an S for source inspection or a D for destination inspection.
PLEASE ENTER A VALID (S OR D) ACCEPTANCE SITE	Acceptance Site cannot be blank. Enter an S for source acceptance or a D for destination acceptance.
PLEASE ENTER AN A FOR AUTHORIZED LIQUIDATED DAMAGES CHARGES OR LEAVE BLANK.	Something other than an A was entered. Enter an A to indicate the liquidated damages clause is in the contract and will apply to this CLIN or leave blank.

ERROR MESSAGE	CORRECTIVE ACTION
PLEASE ENTER A SIX CHARACTER LONG DODAAC.	The SPN Recipient, if entered, must be a six character long DoDAAC.
PLEASE ENTER A VALID (A OR B) WITHHOLD CODE.	Valid values for the withhold code are blank, (no withholding), A (DFARs 252.204-7000 is present), or B (ACO has directed withholding).
PQA SITE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	The PQA Site cannot be blank. Must be S or D.
INSPECTION/ACCEPTANCE CODE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Inspection/Acceptance Code cannot be blank. Enter a valid two position code.
ACCEPTANCE SITE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT VALUE!	Acceptance Site cannot be blank. Enter an S or D.
INVALID NUMERIC ENTRY. ENTER ONLY ONE DECIMAL POINT.	Only one decimal point is allowed. Delete the extra decimal point from the total item amount field.
INVALID NUMERIC ENTRY. LARGEST VALUE IS 999999999999.99.	The total item amount cannot exceed $999,999,999,999.99. Correct the total item amount.
DESCRIPTION OF SERVICES IS A REQUIRED DATA ENTRY FIELD, PLEASE ENTER THE DESCRIPTION!	The description of services cannot be blank.
SERVICE COMPLETION DATE IS A REQUIRED FIELD, PLEASE ENTER THE CORRECT DATE!	The service completion date cannot be blank. It must be a valid date or a U (Undefinitized).
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	You did not enter the date in the proper format. Reenter the date in the proper format.
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99.	The year must be a two digit numeric.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12.	The month must be a two digit numeric. 1-9 should be prefaced with 0.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND <MAX DAYS FOR CURRENT MONTH>.	The days must be between 1 and 28, 29, 30, or 31, depending on the month.

2.12.7.6.6 ACOCLN03 - ACTIVE SCHEDULES FOR CLIN

   This screen is displayed when you click on the SCHEDULE button on the bottom of ACOCLN01, CLIN Level Changes Page 1. All active schedules currently in MOCAS for the requested CLIN will be displayed.

2.12.7.6.6.1 SAMPLE SCREEN

Active Schedules (ACOCLN03)

ACTIVE SCHEDULES FOR CLIN: 0001AA

Delivery Date	Ship To	MarkFor	MILSTRIP	Schedule Quantity
92/07/05	W45G19		W56HZV9332S862	000000000600
92/07/06	W45G19		W56HZV9332S862	000000001000
92/07/07	W45G19		W56HZV9332S862	000000001000
92/07/08	W45G19		W56HZV9332S862	000000000400

* - Denotes a New Schedule

Change Schedule   Add New Schedule   Delete Schedule

Quit   Help

Figure 2.12.7-6f

2.12.7.6.6.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
DELIVERY DATE	The contractually required delivery date which was pulled down from MOCAS will be displayed in YY/MM/DD format.
SHIP TO	The DoDAAC of the activity where the supplies will be shipped which was pulled down from MOCAS will be displayed.
MARK FOR	The DoDAAC of the activity for which the supplies will be marked which was pulled down from MOCAS will be displayed. If there is no Mark For, this field will be blank.
MILSTRIP	The MILSTRIP number which was pulled down from MOCAS will be displayed here. If there is no MILSTRIP, this field will be blank.
SCHEDULE QUANTITY	The quantity to be delivered which was pulled down from MOCAS will be displayed in this field.

2.12.7.6.6.3 PROCEDURE FOR USING ACOCLN03

   a. To change an existing schedule, do the following:

      (1) To select the schedule, double click on it.

      (2) Click on the CHANGE SCHEDULE button at the bottom of the screen.
ACOCLN04, Change Schedule will now be displayed.

   b. To delete an existing schedule, do the following:

      (1) To select the schedule, double click on it.

      (2) Click on the DELETE SCHEDULE button at the bottom of the screen.
The Schedule will be marked for deletion in the module, unless items are
already shipped, in which case, you will receive an error message
stating that the schedule cannot be deleted since items have shipped.

   c. To Add a new schedule, do the following:

      Click on the ADD NEW SCHEDULE button at the bottom of the screen.
This will take you to ACOCLN10, Schedule Data Entry. After you have
added a new schedule, the new schedule will appear on the ACOCLN03,
Active Schedules for CLIN, with an asterisk next to the delivery date
field.

2.12.7.6.6.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
PLEASE SELECT A RECORD TO GO TO CHANGE SCHEDULE SCREEN	Select a schedule record by double-clicking on it before you click on the CHANGE SCHEDULE button.
A NEW SCHEDULE CAN ONLY BE DELETED FROM THE ACTION HISTORY SCREEN.	A schedule that was added as part of this modification must be deleted from the Action History Screen. Go to the Action History Screen, select the appropriate MOD TYPE CODE for Add Schedule, and click on the Wastebasket to delete the new schedule.
COULD NOT DELETE THIS SCHEDULE BECAUSE ITEMS HAVE BEEN SHIPPED.	Once items have been shipped against a schedule, it cannot be deleted. It can be changed.

2.12.7.6.7 ACOCLN04 - CHANGE SCHEDULE

  ACOCLN04 is used to change an existing schedule. It is accessed by
clicking on the CHANGE SCHEDULE button on ACOCLN03, Active Schedules for
CLIN. Each data element on this screen has a FROM and a TO field. The
FROM field should only be changed if the data in MOCAS does not match
the hard copy contract. This is so that the modification will print
correctly.

2.12.7.6.7.1 SAMPLE SCREEN

Figure 2.12.7-6g

2.12.7.6.7.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number - Identifies a specific supply item. This field is system generated from the CLIN/ELIN entered when the contract was retrieved from MOCAS.
SHIP TO	The DoDAAC of the activity where the supplies will be shipped which was pulled down from MOCAS will be displayed.
MARK FOR	The DoDAAC of the activity for which the supplies will be marked which was pulled down from MOCAS will be displayed. If there is no Mark For, this field will be blank.
DELIVERY DATE	The contractually required delivery date which was pulled down from MOCAS will be displayed in YY/MM/DD format.
DELIVERY DATE ESTIMATED INDICATOR	Indicates that the from delivery date is estimated if it contains an E. A blank indicates the from delivery date is not estimated.

DATA ELEMENTS	INSTRUCTIONS
SCHEDULE QUANTITY	The quantity to be delivered which was pulled down from MOCAS will be displayed in this field.
SCHEDULE QUANTITY ESTIMATED INDICATOR	Indicates that the from schedule quantity is estimated if it contains an E. A blank indicates the from schedule quantity is not estimated.
MILSTRIP	The MILSTRIP number which was pulled down from MOCAS will be displayed here. If there is no MILSTRIP, this field will be blank.

2.12.7.6.7.3 PROCEDURE FOR USING ACOCLN04

   a. Normally, any changes will be made to the TO data. The only time the FROM data should change is if the data in MOCAS does not match the hard copy contract. To change data, click on the appropriate field and overwrite the existing data.

   b. SAVE - The SAVE button at the bottom of the screen saves any changes made. Click on it when you are ready to save your changes. If you forget to click on the SAVE button, you will be prompted to save your data when you attempt to exit the screen.

   c. QUIT - The QUIT button at the bottom of the screen takes you back to the previous screen.

   d. HELP - The HELP button at the bottom of the screen provides additional assistance for this screen.

2.12.7.6.7.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   a. Schedule level changes will be ordered first by CLIN and then by date. The earliest delivery date will print first. Only the schedules that were changed will print as follows:

```
CLIN    FROM:   SHIP TO   M/F     MILSTRIP           DEL DATE      QTY  TP
0001AA          N00104    N00383  N00104123456789    96 Jul 12 E   10   3
                N00104                               96 Aug 12 E   16   3

        TO:     N00104    N00383  N00104123456789    96 JUL 12     10   3
                N00104                               96 AUG 12     10   3
                N00104                               96 SEP 12      6   3
```

NOTE: The estimated indicator will print with the delivery date field, if applicable.

   b. If both CLIN and Schedule level changes were made, the changes will be ordered by CLIN. CLIN changes will appear first followed by the schedule changes.

2.12.7.6.7.5   ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
INVALID NUMERIC ENTRY. NON-NUMERIC DATA IN FIELD.	This error appears for the schedule quantity. Valid values for this field are numerics or a U (Undefinitized).
INVALID CAGE CODE.	This error appears in the Ship To or Mark For fields. If a 5-position alphanumeric code is entered that is not a valid CAGE Code, this error will be generated. Enter a valid CAGE or DoDAAC.
INVALID DoDAAC.	This error appears in the to Ship To or Mark For fields. If a 6-position alphanumeric code is entered that is not a valid DoDAAC, this error will be generated. Enter a valid CAGE or DoDAAC.
PLEASE ENTER A SIX CHARACTER LONG DODAAC OR FIVE CHARACTER CAGE CODE.	This error appears in the ship to and mark for fields if less than 5 or 6 characters are entered.
PLEASE ENTER EITHER AN E OR LEAVE BLANK.	This error appears in the estimated indicator fields. Enter an E if the date or quantity is estimated, or leave blank if the date or quantity is not estimated.
INVALID MILSTRIP, PLEASE ENTER A VALUE OF 14 OR 15 CHARACTERS IN LENGTH.	Less than a 14-character MILSTRIP code was entered. The MILSTRIP must be blank, 14, or 15 characters.
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	You did not enter the date in the proper format. Reenter the date in the proper format.
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99.	The year must be a two digit numeric.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12.	The month must be a two digit numeric. 1-9 should be prefaced with 0.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND <MAX DAYS FOR CURRENT MONTH>.	The days must be between 1 and 28, 29, 30, or 31, depending on the month.

2.12.7.6.8 ADD NEW SCHEDULE

   There are two screens involved in adding a new schedule. They are ACOCLN10, the Schedule Data Entry Screen, and ACOCLN09, the New Schedule Screen.

2.12.7.6.8.1 ACOCLN10 - SCHEDULE DATA ENTRY

   To access the ACOCLN10, click on the ADD NEW SCHEDULE button on the
bottom of the ACOCLN03, Active Schedules for CLIN, or click on the NEW
SCHEDULE button on the bottom of ACOCLN07, New Supply Line Item.

2.12.7.6.8.1.1 SAMPLE SCREEN

Figure 2.12.7-6h

2.12.7.6.8.1.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

CLIN/ELIN   Contract Line Item Number/Exhibit Line
                                   Item Number - Identifies a specific
                                   supply item or a service. This field
                                   is system generated from the CLIN/ELIN
                                   entered when the contract was retrieved
                                   from MOCAS.

ACRN   Accounting Classification Reference
                                   Number - A two digit alphanumeric code
                                   which identifies the long line
                                   accounting appropriation. It is system
                                   generated from MOCAS and cannot be
                                   changed.

ENTER SHIP TO   Enter the DoDAAC of the activity where
                                   the supplies will be shipped. Must be
                                   six characters and match the Master
                                   Address File, begin with a Y, or U_
                                   (Undefinitized).

ENTER MARK FOR   Enter the DoDAAC of the activity for
                                   which the supplies will be marked. Must
                                   be six characters and match the Master
                                   Address File or be blank.

DATA ELEMENTS	INSTRUCTIONS
ENTER DELIVERY DATE	Enter the required delivery date in YY/MM/DD format. Must be a valid date or a U (Undefinitized).
ENTER MILSTRIP	Enter the MILSTRIP requisition number. Must be 14 to 15 characters or blank.

2.12.7.6.8.1.3 PROCEDURE FOR USING ACOCLN10

   a. Enter the data. Note that Mark For and MILSTRIP may be blank. Once the data is entered, click on the OK button to proceed to the ACOCLN09, New Schedule.

   b. To return to the previous screen, click on the QUIT button.

   c. To receive additional information about this screen, click on the HELP button.

2.12.7.6.8.1.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
INVALID NUMERIC ENTRY. NON-NUMERIC DATA IN FIELD.	This error appears for the schedule quantity. Valid values for this field are numerics or a U (Undefinitized).
INVALID CAGE CODE.	This error appears in the Ship To or To Mark For fields. If a 5-position alphanumeric code is entered that is not a valid CAGE Code, this error will be generated. Enter a valid CAGE or DoDAAC.
INVALID DODAAC.	This error appears in the to Ship To or To Mark For fields. If a 6-position alphanumeric code is entered that is not a valid DoDAAC, this error will be generated. Enter a valid CAGE or DoDAAC.
PLEASE ENTER A SIX CHARACTER LONG DODAAC OR FIVE CHARACTER CAGE CODE.	This error appears in the ship to and mark for fields if less than 5 or 6 characters are entered.
PLEASE ENTER EITHER AN E OR LEAVE BLANK.	This error appears in the estimated indicator fields. Enter an E if the date or quantity is estimated, or leave blank if the date or quantity is not estimated.
INVALID MILSTRIP, PLEASE ENTER A VALUE OF 14 OR 15 CHARACTERS IN LENGTH.	Less than a 14-character MILSTRIP code was entered. The MILSTRIP must be blank, 14, or 15 characters.

ERROR MESSAGES	CORRECTIVE ACTION
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	You did not enter the date in the proper format. Reenter the date in the proper format.
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99.	The year must be a two digit numeric.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12.	The month must be a two digit numeric. 1-9 should be prefaced with 0.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND MAX DAYS FOR CURRENT MONTH.	The days must be between 1 and 28, 29, 30, or 31, depending on the month.
THIS SCHEDULE CURRENTLY EXISTS FOR THIS CLIN. WOULD YOU LIKE TO VIEW/CHANGE IT?	You already entered this new schedule.

2.12.7.6.8.2 ACOCLN09 - NEW SCHEDULE

   ACOCLN09 is used to enter all the data required for the new schedule.
It is accessed by clicking on the OK button on ACOCLN10, Schedule Data
Entry.

2.12.7.6.8.2.1 SAMPLE SCREEN

Figure 2.12.7-6i

2.12.7.6.8.2.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

CLIN/ELIN   Contract Line Item Number/Exhibit Line
                                 Item Number - Identifies a specific
                                 supply item or a service. This field
                                 is system generated from the CLIN/ELIN
                                 entered when the contract was retrieved
                                 from MOCAS.

ACRN   Accounting Classification Reference
                                 Number - A two digit alphanumeric code
                                 which identifies the long line
                                 accounting appropriation. It is system
                                 generated from MOCAS and cannot be
                                 changed.

SHIP TO   The Ship To is system generated from
                                 the previous screen. If you wish to
                                 change it, enter the DoDAAC of the
                                 activity where the supplies will be
                                 shipped. Must be six characters and
                                 match the Master Address File or U
                                 (Undefinitized).

MARK FOR   The Mark For is system generated from
                                 the previous screen. If you wish to
                                 change it, enter the DoDAAC of the
                                 activity for which the supplies will be
                                 marked. Must be six characters and
                                 match the Master Address File or be
                                 blank.

DELIVERY SCHEDULE DATE   The Delivery Schedule Date is system
                                 generated from the previous screen. If
                                 you wish to change it, enter the
                                 required delivery date in YY/MM/DD
                                 format. Must be a valid date or a U
                                 (Undefinitized).

EST. DELIVERY SCHEDULE   If the delivery date is estimated,
DATE INDR.   enter an E. If it is not estimated,
                                 leave blank. Must be E or blank.

DELIVERY SCHEDULE QTY.   Enter the quantity scheduled to be
                                 delivered to this location at this
                                 time. Must be numeric or U
                                 (Undefinitized).

EST. SCHEDULE QTY. INDR.   If the schedule quantity is estimated,
                                 enter an E. If it is not estimated,
                                 leave blank. Must be E or blank.

CLIN/SUB-CLIN FOR EXHIBIT   If this schedule is for an exhibit line
                                 item (ELIN), enter the CLIN which
                                 established the ELIN.

DATA ELEMENTS	INSTRUCTIONS

MILSTRIP

MILSTRIP will be system generated from the previous screen. If you desire to change it, enter the MILSTRIP requisition number. Must be 14 to 15 characters or blank.

TRANSPORTATION PRIORITY

Enter the applicable transportation priority. Valid codes are 1, 2, 3, and blank. 1 and 2 are air shipment, 3 is surface shipment. May be blank.

2.12.7.6.8.2.3 PROCEDURE FOR USING ACOCLN09

   a. Enter the appropriate data.

   b. Click on the SAVE button.

   c. Click on the QUIT button to return to ACOCLN03, Active Schedule for CLIN.

   d. If you wish more information concerning this screen, click on the HELP button.

2.12.7.6.8.2.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

 Add:

CLIN	SHIP TO	M/F	MILSTRIP	QTY	DEL DATE
0001AA	N00104	SC1010	N00104123456789	9,999	96 JAN 01
	N00104	SC1010	N00104123456789	9,999	96 FEB 01

2.12.7.6.8.2.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION

INVALID NUMERIC ENTRY.
NON-NUMERIC DATA IN FIELD.

This error appears for the schedule quantity. Valid values for this field are numerics or a U (Undefinitized).

INVALID CAGE CODE.

This error appears in the Ship To or To Mark For fields. If a 5-position alphanumeric code is entered that is not a valid CAGE Code, this error will be generated. Enter a valid CAGE or DoDAAC.

INVALID DODAAC.

This error appears in the to Ship To or To Mark For fields. If a 6-position alphanumeric code is entered that is not a valid DoDAAC, this error will be generated. Enter a valid CAGE or DoDAAC.

ERROR MESSAGES	CORRECTIVE ACTION
PLEASE ENTER A SIX CHARACTER LONG DODAAC OR FIVE CHARACTER CAGE CODE.	This error appears in the Ship To and Mark For fields if less than 5 or 6 characters are entered.
PLEASE ENTER EITHER AN E OR LEAVE BLANK.	This error appears in the estimated indicator fields. Enter an E if the date or quantity is estimated, or leave blank if the date or quantity is not estimated.
INVALID MILSTRIP, PLEASE ENTER A VALUE OF 14 OR 15 CHARACTERS IN LENGTH.	Less than a 14-character MILSTRIP code was entered. The MILSTRIP must be blank, 14, or 15 characters.
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	You did not enter the date in the proper format. Reenter the date in the proper format.
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99.	The year must be a two digit numeric.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12.	The month must be a two digit numeric. 1-9 should be prefaced with 0.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND <MAX DAYS FOR CURRENT MONTH>.	The days must be between 1 and 28, 29, 30, or 31, depending on the month.
INVALID DATA ENTRY. THIS FIELD CANNOT BE BLANK.	The delivery schedule quantity is a required field. It cannot be blank. Valid Values are numerics and U (Undefinitized)
A SCHEDULE ALREADY EXISTS WITH THIS SHIP TO, MARK FOR, MILSTRIP, AND DELIVERY DATE.	Cannot have two schedules with the same Ship To, Mark For, MILSTRIP, and delivery date.
PLEASE ENTER EITHER 1, 2, OR 3 IN THIS FIELD.	Valid entries for the transportation priority field are blank, 1, 2, or 3.

2.12.7.7 ![icon] ACOPUR01 - MODIFICATION PURPOSE STATEMENT

This screen allows the user to enter a free form statement identifying why the modification is being issued. It will print as the first paragraph of the modification.

2.12.7.7.1 SAMPLE SCREEN

Figure 2.12.7-7

2.12.7.7.2 PROCEDURE FOR USING ACOPUR01

a. Click with the mouse in the upper left corner of the text field. When you have a cursor, key in the information. Notice that if you key in more than a screen worth of information, the screen will automatically scroll down. Click on the SAVE button at the bottom of the screen to save your work.

b. If you wish to use the default purpose statements, you do not even have to go to this screen. However, you may view the default purpose statement by clicking on the DEFAULT button at the bottom of the screen.

c. If you wish to delete either the information you have keyed or the default purpose statement, click on the DELETE button at the bottom of the screen.

d. To exit the screen, click on the EXIT button at the bottom of the screen. This will return you to the previous screen.

e. To go to the online help facility, click on the HELP button at the bottom of the screen.

2.12.7.7.3 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

a. If the user enters a purpose statement, the statement will print on the modification.

b. If the user does not enter a purpose statment and only one change is made, not counting obligation changes, and the change is a contract level change or the deobligate excess funds button on the Print SF 30 Screen has been pushed, the following standard language will print:

(1) CAGE Code - The purpose of this modification is to change the CAGE Code in Block 8 from _____ to _____. The new CAGE and its address will print on the next lines.

(2) ADMIN BY - The purpose of this modification is to change the Administration Office from _____ to _____ (will be filled in with DoDAAC, Name, and Address).

(3) Payment Office - The purpose of this modification is to change the Payment Office from _____ to _____ (will be filled in with DoDAAC, Name, and Address).

(4) Facility Code - The purpose of this modification is to add a place of performance: (followed by CAGE, Name, and Address)

(5) DMS Rating - The purpose of this modification is to correct the DPAS rating from _____ to _____.

(6) Criticality Code - The purpose of this modification is to change the criticality designator from _____ to _____.

(7) Remittance Address:

(a) Add - The following remittance address is hereby incorporated:

1. Name

2. Address

(b) Change - The remittance address is hereby changed to (The new remittance address will be printed).

(c) Delete - The remittance address is hereby deleted.

(8) Inspection/Acceptance - The purpose of this modification is to change the Inspection point from _____ to _____ and the acceptance point from _____ to _____ (the blanks will be filled in with the words shown below):

CODE	INSPECTION	ACCEPTANCE
1	Source	Source
2	Destination	Destination
3	Source	Destination
4	Certificate Of Conformance	Certificate Of Conformance
5	Destination (Fast Pay)	Destination (Fast Pay)
6	See Individual CLIN.	See Individual CLIN.
7	Letter Of Transmittal	Letter Of Transmittal
8	Specified Elsewhere	Specified Elsewhere
9	Other	Other
B	Destination (Port)	Destination (Port)
C	Source (Port)	Destination (Port)
D	Destination	Source
K	Destination (Overseas)	Destination (Overseas)
L	Source (Overseas)	Destination (Overseas)
N	None	None

(9) Discount Terms - If a change is made to the discount other field, IT WILL NOT PRINT ON THE MOD. This field merely identifies other discounts such as a trade discount.

(a) If changing or adding discount terms, the language will be: the new discount terms are X% for X days. If both fields are filled in, it will read as above plus and X% for X days.

(b) If deleting the discount terms, the language will read Discount terms are hereby deleted from the contract.

(c) If adding or changing the net terms field, New payment terms are net X days will be printed.

(d) If deleting the number in the net terms field, New payment terms are net 30 days will print.

(10) Deobligate Excess Funds - The purpose of this modification is to deobligate excess funds.

c. If conditions a and b do not apply the following will print: The purpose of this modification is to incorporate the following contractual changes:

2.12.7.8 ACOPRT01 - PRINT SF 30

   ACOPRT01, PRINT SF 30 allows the user to enter specific information to
print on the modification. Delrina Form Flow is also called from this
screen.

2.12.7.8.1 SAMPLE SCREEN

Figure 2.12.7-8

2.12.7.8.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
IS THIS THE FIRST TIME THE CONTRACT HAS BEEN MODIFIED AS BI-LATERAL?	If the Unilateral Indicator Code which was pulled from MOCAS is a U, this field will be enabled (not grayed out). If this is the first time the contract has been bilaterally modified, click the check box next to YES. If this is not the first time or the contract is not a unilateral purchase order, click the check box next to NO.

DATA ELEMENTS	INSTRUCTIONS
DO YOU WANT TO INCORPORATE THE GENERAL PROVISION CLAUSES?	This field will be enabled if you clicked YES on the field above. If you wish to incorporate the Additional General Provisions to make this a contract, click the check box next to YES. If you do not wish to incorporate the Additional General Provisions, click the check box next to NO.
DEOBLIGATE EXCESS FUNDS?	If the main purpose of the modification is to deobligate excess funds, click the check box next to YES. If you are not deobligating excess funds or the deobligation of excess funds is not the main purpose of the modification, click the check box next to NO.
ENTER REFERENCE AUTHORITY	If you wish to document an authority for the modification in addition to the authority in Block 13, enter it here. Wild card characters are allowed, with the exception of semicolons.
ENTER NSN	Enter National Stock Number - If you wish an NSN to print in Block 14 of the modification, enter it here.
TOTAL AMOUNT OF CONTRACT	If the contract is incrementally funded, enter the new total amount of contract here in order to generate a statement on the modification.

2.12.7.8.3 PROCEDURE FOR USING ACOPRT01

   After all desired data has been entered, click on the SAVE button at the bottom of the screen to save the data. To enter the print process, click on the GENERATE SF 30 button at the bottom of the screen. When you click on the GENERATE SF 30 button, you will be asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Click on YES to go to AC0PRT02 - DISTRIBUTION INFORMATION Screen where you can identify who will receive the modification and this information will print on the SF 30. Click on NO if you do not want this information to print on the SF 30. Clicking on NO will take you into Delrina Form Flow.

2.12.7.8.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   a. When YES to incorporate General Provision Clauses is checked, the following will print on the modification:

      (1) The following clauses are incorporated by reference:

FAR 52.243-1, Changes - Fixed Price (Aug 87)
FAR 52.249-1, Termination for Convenience of the Government
  (Fixed-Price)(Short Form) (Apr 84)
FAR 52.249-8, Default (Fixed-Price Supply and Service) (Apr 84)
DFAR 252.243-7001, Pricing of Contract modifications (Dec 91)

(2) This statement will print right before the obligation statement, at the end of the modification.

b.   When YES to deobligate excess funds is checked, the following statement will print on the modification:

The purpose of this modification is to deobligate excess funds.

c.   When a reference authority is entered, it will print at the top of Block 14. It will be left-justified.

d.   When an NSN is entered, it will print on the same line as the reference authority and will be right-justified. If no reference authority is entered, the NSN will still be right-justified.
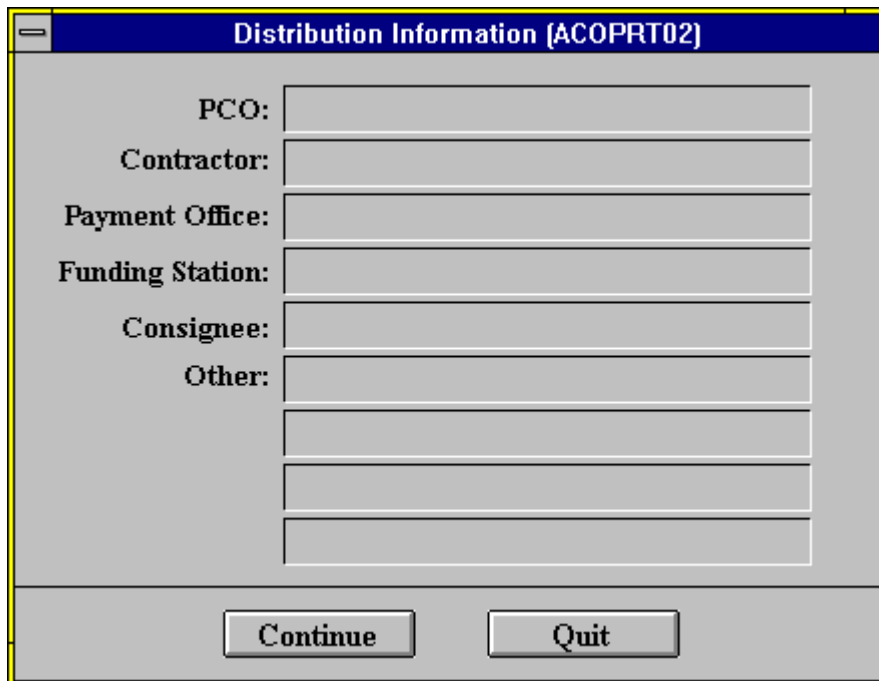
e.   When Total amount of contract is entered, it will print at the bottom of the modification as follows:

The total amount of the contract is _____.

2.12.7.9 ACOPRT02 - DISTRIBUTION INFORMATION SCREEN

   This screen is used to enter the distribution information, if it is
desired that it print on the modification.

2.12.7.9.1 SAMPLE SCREEN

Figure 2.12.7-9

2.12.7.9.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
PCO	Procuring Contracting Officer - Enter the office where the PCO is located and the appropriate number of copies to be sent to this office.
CONTRACTOR	Enter the name of the Contractor and the number of copies to be sent to him.
PAYMENT OFFICE	Enter the name of the office paying the contract and the number of copies to be sent to this office.
FUNDING STATION	If you wish to send copies of the modi- fication directly to the funding station, enter the name of the office funding the contract and the number of copies to be sent to this office.
CONSIGNEE	Enter the name of the office which will receive the supplies purchased on the contract, if applicable. Enter the number of copies to be sent to this office.

DATA ELEMENTS   INSTRUCTIONS

OTHER   Enter the name of any other organization
                                  which should receive copies of the modi-
                                  fication. If there are multiple consign-
                                  ees, the other consignees may be entered
                                  here. Enter the number of copies to be
                                  sent to each office.

2.12.7.9.3 PROCEDURES FOR USING ACOPRT02

   a. The CONTINUE button at the bottom of the screen will save any data
the user has entered on the screen and take the user into the Delrina
Form Flow. When you have finished entering data click on the CONTINUE
button to proceed.

   b. The QUIT button will take the user back to the previous screen
(ACOPRT01) without saving the data. Click on the QUIT button if you
wish to stop the print process.

2.12.7.9.4 STANDARD FORMAT WHEN PRINTED ON MODIFICATION

   The distribution information will be the very last thing printed on
the modification. If any of the fields are left blank, a header will
not print for that field. Since these are free form text fields, the
information will print exactly as the user enters it. Sample
distribution information is shown below:

     DISTRIBUTION:

          PCO: TACOM, 5 copies
          Contractor: TRW, 1 copy
          Payment Office: DFAS-CO, 1 copy
          Consignee: N00104, 1 copy

2.12.8 PRINTING A MODIFICATION

   There are two ways to enter the Delrina Form Flow, which will print
the hard copy SF 30. The first way is to click on the SF 30 Free Form
icon in the ACO Application group window. This will bring up a blank SF
30. This should be used for any of the modification types which cannot
be processed in the ACO MOD System. The second way, through the
application, is described above.

2.12.8.1 SF 30 FREE FORM

   a. After you have entered the Delrina Form Flow by clicking on the SF
30 Free Form icon button, a blank SF 30 will appear. Key in the
modification information.

   b. To print the modification, click on ALL and filled pages only. As
long as you have not viewed a blank page, you will receive only filled
pages. If you viewed a blank page, it will print through the page you
viewed.

2.12.8.2 CALLING DELRINA FORM FLOW WITHIN THE MODULE

   To access Delrina Form Flow from within the ACO module, you must first
retrieve the contract data that needs to be modified. See paragraph
2.12.7.1 for information on retrieving this data. Once the data is
retrieved, follow the instructions below:

   a. Click on the Print SF 30 toolbar button.   Screen ACOPRT01 –
PRINT SF 30 appears (see Figure 2.12.7-8).

   b. Complete screen ACOPRT01. Data elements and instructions for
completion are described in paragraph 2.12.7.8.2.

   c. Save the data entered by clicking on the SAVE button at the bottom
of the screen. You will receive a message saying SAVE SUCCESSFUL.

   d. Click on the GENERATE SF 30 button. You will receive the
following prompt: Do you want to add distribution information?.
The responses are YES or NO. See step 5 if your response Is YES. If
you click on the NO button, you will get the SF 30 generated from the
application as shown in Figure 2.12.8-2a below.

e. If you click on the YES button, you will get AC0PRT02 - DISTRIBU-TION INFORMATION Screen. See paragraph 2.12.7.9 for instructions on completing this screen. Save the information entered on the AC0PRT02 by clicking on the CONTINUE button at the bottom of the DISTRIBUTION INFORMATION Screen. You will get the SF 30 generated from the application as shown in Figure 2.12.8-2a below.

Figure 2-12-8-2a(1)

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF	PAGES
	F33615-87-C-1503 A00002	2		4

```
c. ADD:
   CLIN         DESCRIPTION         QTY  UM    UNIT PRICE      TOTAL AMOUNT      ACRN
   5001    SERVICE                   1   LO    $5,000.00       $5,000.00         AD

   INSPECTION: Destination

   ACCEPTANCE: Destination

   SERVICE COMPL DATE: 1997 DEC 31

d. The following clause(s) are incorporated by reference:
   FAR 52.212-4, Contract Terms and Conditions - Commercial Items (OCT 95)
   FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or
                 Executive Orders - Commercial Items (JUN 96)
   FAR 52.232-28, Electronic Funds Transfer Payment Methods (APR 89)
   FAR 52.232-32, Performance-Based Payments (OCT 95)

e. The obligated amount remains unchanged.

                    END OF MODIFICATION
```

Figure 2-12-8-2a(2)

2.12.8.2.1 REVIEWING THE SF 30 PRIOR TO PRINTING

a. The user should review the displayed SF 30 to ensure all informa-
tion is accurate and correct. The SF 30 contains untouchable fields
that may not be changed at this point.

b. For files created using the ACO SF 30 Free Form Icon, the SF 30
template does not include completed page numbers. The user must number
the pages of the SF 30 prior to printing . Pages are numbered for
modifications created using the ACO Module. See paragraph 2.12.8.1 for
information on adding page numbers.

c. To view the second page of the modification (if applicable), click
on the No. 2 Page Icon at the top right of the screen. To view the
third page of the modification (if applicable, click on the No. 3 Page
Icon, etc.)

CAUTION: Do not view a blank page. If you do, 50 pages of the SF 36,
Continuation Sheet will print.

2.12.8.2.2 CHANGING A MODIFICATION BEFORE PRINTING

a. If a change must be made to the SF 30 (other than minor additions
which do not effect the substance of the modification or rearranging the
text), the change must be made before printing the document.

b. To make a significant change to a modification before printing, do
the following:

(1) Click on the EXIT button at the upper right of the screen. A message box appears giving the user the option to add, update, abandon, or do not exit (see Figure 2.12.8-2b below).

(2) Choose the abandon option.

(3) To make a CLIN Level change to the SF 30 (prior to printing the document), select the CLIN Level Changes toolbar button and enter the correct information as necessary. For information on making a change to a CLIN, see paragraph 2.12.7.6, CLIN Changes.

(4) To make a Contract Level change to the SF 30 (prior to printing the document), select the Contract Level Changes toolbar button and enter the correct information as necessary. For information on making a change to a contract, see paragraph 2.12.7.4, Contract Level Change.

NOTE: After the correction is made, save the information as described in paragraph 2.12.7.4. Select the printer toolbar button again. Continue as described in paragraph 2.12.8.3 below.

Figure 2.12.8-2b

c. It will always be necessary to do some editing of the SF 30. In Block 6, fill in your office symbol in the space provided. Fill in Block 13. You may also rearrange or add verbage so that the modification flows better. To add verbage, just key it in on the form. To rearrange text, take the following steps.

(1) Highlight the text to be moved by dragging the mouse across it.

(2) Select Edit on the menu bar.

(3) Select Cut from the drop down list.

(4) Place your cursor where you want the cut text added.

(5) Select Edit on the menu bar.

(6) Select Paste from the drop down list.

2.12.8.3 PRINT MODIFICATION

To print the document, do the following:

Click on the printer toolbar button at the top left side of the screen. A print box will appear. The ALL prompt and Filled Pages Only prompt may automatically be filled in. If they are not, click on the ALL and Filled Pages Only.

NOTE: You can cancel the print job by clicking on the CANCEL box (see
Figure 2.12.8-3 below).
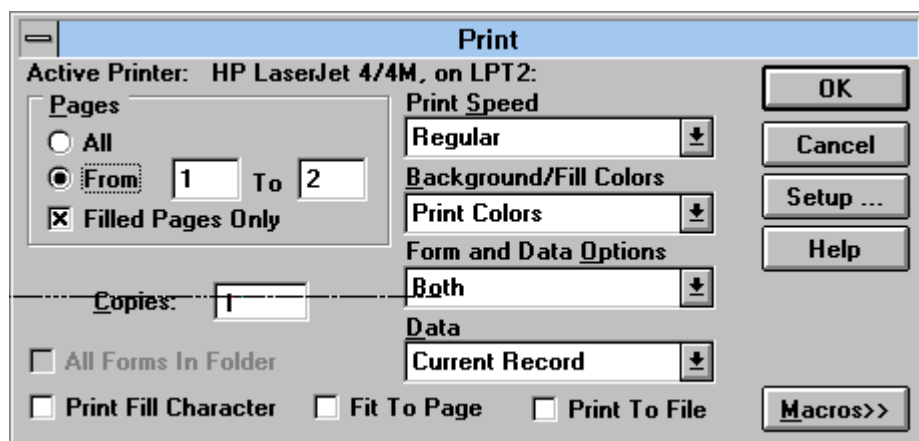
<div align="center">Figure 2.12.8-3</div>

2.12.8.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
WARNING, COULD NOT INIT DELRINA FORM FLOW.	There may be a problem with the Delrina_Path in the aco.ini file. Contact your LAN administrator.
PARAGRAPH NUMBERING ERROR, UNABLE TO GENERATE PARAGRAPH NUMBERS, LIMIT EXCEEDED.	Go in and edit the SF 30 to add paragraph numbers.
WARNING, THE VARIATION IN QUANTITY CLAUSE HAS BEEN SELECTED, BUT NO FILLER PERCENTAGES HAVE BEEN INCLUDED.	Complete the filler percentages on Screen ACOCLS05, Variation in Quantity. This screen can be accessed through ACOCLS01, the Add/Edit Clause Screen. Double click on the Variation in Quantity Clause. Then, click on the FILLER button.
WARNING, AN ALTERNATE LIQUIDATION RATE CLAUSE HAS BEEN INCORPORATED, BUT NO PERCENTAGES HAVE BEEN ADDED.	Complete the filler percentages on Screen ACOCLS07, Progress Payment Rate (Modify). This screen can be accessed through ACOCLS01, the Add/Edit Clause Screen. Double click on the Progress Payments clause. Then, click on the MODIFY button.
CAGE PRINT ERROR, B01 MOD TYPE NOT FOUND, ASSUMING NULL.	The CAGE has been changed, but MOD TYPE B01 (CAGE Code From) has been deleted from the Action History File, while MOD TYPE B08 (CAGE Code To) remains. The wording on the SF 30 will only tell the new CAGE. To delete the CAGE Code change, delete MOD TYPE Code B08 (CAGE Code To) from the Action History File.

ERROR MESSAGES	CORRECTIVE ACTION
ADMINISTRATION OFFICE PRINT ERROR, B02 MOD TYPE NOT FOUND, ASSUMING NULL.	The Admin By Code was changed, but MOD TYPE B02 (Admin By From) was deleted from the Action History File while MOD TYPE B13 (Admin By To) remains. To finish deleting the Admin By Change, delete MOD TYPE B13 from the Action History File.
PLACE OF PERFORMANCE PRINT ERROR, B03 MOD TYPE NOT FOUND, ASSUMING NULL.	The Facility Code was changed, but MOD TYPE B03 (Facility Code From) was deleted from the Action History File while MOD TYPE B23 (Facility Code To) remains. To finish deleting the Facility Code change, delete MOD TYPE B23 from the Action History File.
PAYMENT OFFICE PRINT ERROR, B04 MOD TYPE NOT FOUND, ASSUMING NULL.	The Payment Office was changed, but MOD TYPE B04 (Payment Office From) was deleted from the Action History File, while MOD TYPE B18 (Payment Office To) remains. To finish deleting the Payment Office change, delete MOD TYPE B18 from the Action History File.

2.12.8.5 EXITING THE APPLICATION - SAVING AND REACCESSING THE DELRINA
          SF 30

   To exit from the Delrina Form Flow SF 30 Screen, follow the steps
below:

   a. Take the following steps to save the information entered on
Screens ACOPRT01 (Print SF 30) and Distribution Information. If you do
not wish to save the current version of the Delrina Form Flow SF 30, go
to step 2.

     (1) Click on Record on the menu bar.

     (2) Click on Save Data As. When notified that there are unsaved
changes, click on ADD to save the changes. This will add a copy of this
modification to your data base. If you wish to update the last
modification you worked on, click on UPDATE (see Figure 2.12.8-4a
below.)
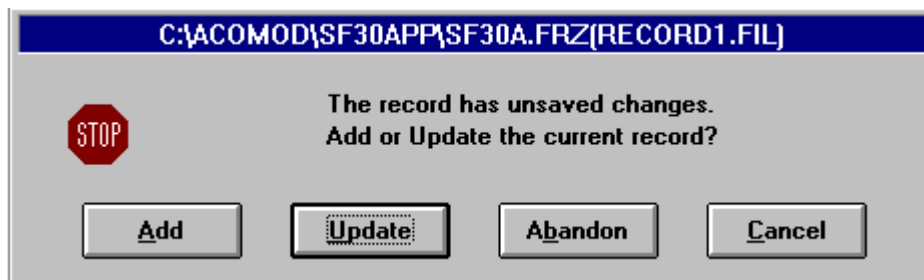
Figure 2-12-8-4a

   The Save Data As box will appear (see Figure 2.12.8-4b below).
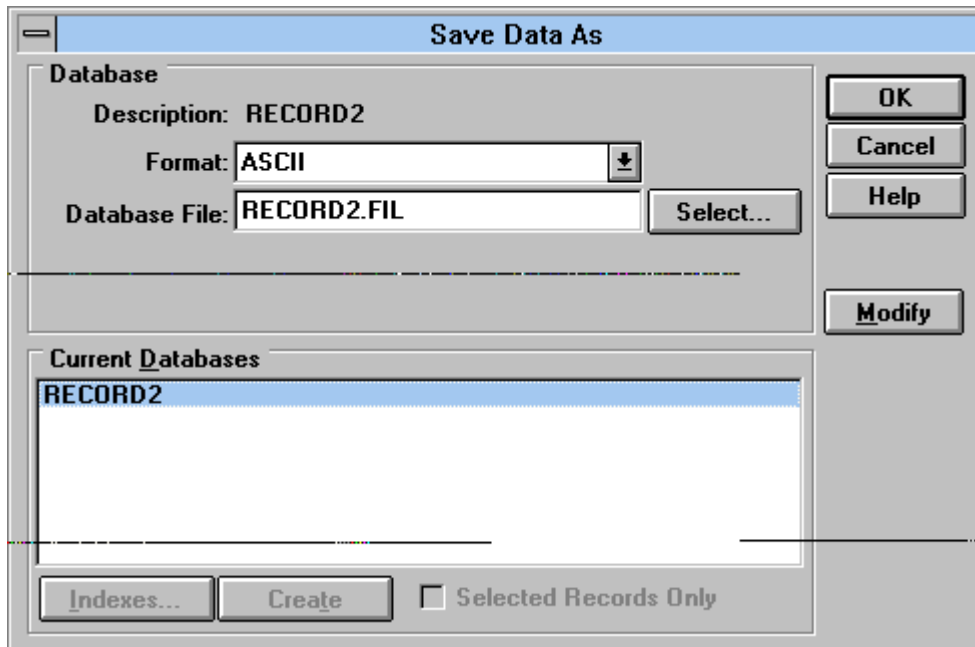
Figure 2.12.8-4b

    (3) Click on the block named Data Base File. A cursor will appear.

    (4) At the cursor, input an eight position, alphanumeric, file name, followed by the extension .FIL. For example, the file name could be 0029A1.FIL. You must change the file name from the default name that Delrina Form Flow provides (RECORD2.FIL), or the new print information will be overwritten the next time you try to access the file. It is important to choose a file name that you will remember, since you will have to key in this name to reaccess this print information. (See the note at the end of paragraph 2.12.8.4 for information on reaccessing the saved print file.)

    (5) Click the OK button to save the new file name for this SF 30. (To cancel the Save File As process, click on the CANCEL button.) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank SF 30 will be displayed.

  b. To exit the Delrina SF 30 Screen, click on the EXIT toolbar button. You are returned to the ACOPRT01 Screen, Print SF 30.

NOTE: To reaccess a print file, select the modification to be printed and take the following steps:

    (1) Go to ACOPRT01, the Print SF 30 Screen. You can get there either by clicking on the PRINTER toolbar button, by clicking on the File pull down menu, and selecting Print SF 30, or by depressing CTRL and the letter P at the same time.

    (2) Click on the GENERATE SF 30 button at the bottom of Screen ACOPRT01.

    (3) A question will appear asking DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Click on the NO button.

(4) The Delrina Form Flow SF 30 will appear. Click on the Record pull down menu and select Open Data or depress CTRL and the letter F at the same time. The Open Form Data Bases screen below will appear.
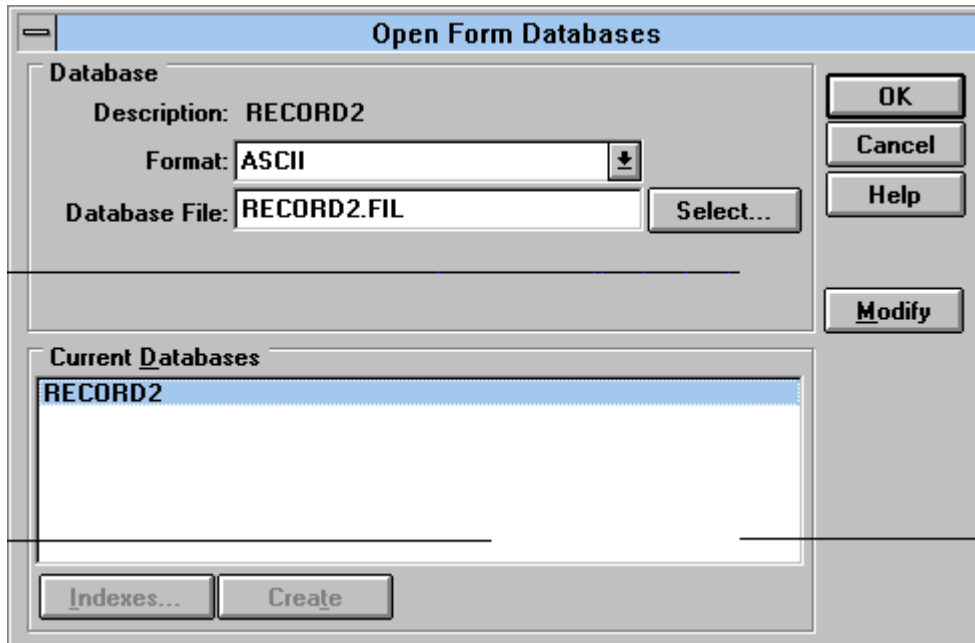
Figure 2.12.8-4c

(5) Click on the Data Base File box and key in the name of the SF 30 print file that you saved. The saved Delrina Form Flow SF 30 File will reappear. Another way to access the saved SF 30 is to click on the SELECT button next to the Data Base File box to choose from a list of file names. Use the arrow keys to highlight the file name that you wish to retrieve. Click on the file name to retrieve the file.

2.12.8.6 **H** ACOHST01 - ACTION HISTORY FILE

  ACOHST01, ACTION HISTORY FILE provides a record of all changes made on the modification. The user must be in the modification in order to access this screen. This option allows the user to delete some or all of the changes made on a modification. It should be used during the print process to verify why something did not print on the modification and to delete changes that appear on the modification erroneously.

2.12.8.6.1 SAMPLE SCREEN

Figure 2.12.8-6

2.12.8.6.2 DATA ELEMENTS

DATA ELEMENTS	INSTRUCTIONS
USER	The Logon and name of the user is displayed in this field.
ACO ID	The Logon of the ACO associated with the modification.
PREP DATE	Prepared Date - The date the modification was started in the system.
DELETE	Allows the specific action to be deleted by clicking on the wastebasket.
MOD TYPE CODE	A code that identifies each type of change made on the modification. A list of MOD TYPE Codes is available in the help and in appendix B of this chapter. Also, if you double click on a specific MOD TYPE Code, a pop up box will be displayed that contains a description of the specific MOD TYPE Code.

DATA ELEMENTS	INSTRUCTIONS
CLIN	Contract Line Item Number - Displays the CLIN that was affected by the specific change. If no CLIN was affected, ***** will appear.
SHIP-TO	For a schedule change, the ship to is displayed to help identify the specific schedule. If the action is not a schedule change, this field will be blank.
MARK FOR	For a schedule change, the mark for is displayed to help identify the specific schedule. If the action is not a schedule change, this field will be blank.
MILSTRIP	For a schedule change, the MILSTRIP is displayed to help identify the specific schedule. If the action is not a schedule change, this field will be blank.
DELIVERY DATE	For a schedule change, the delivery date is displayed to help identify the specific schedule. If the action is not a schedule change, this field will be blank.

2.12.8.6.3   PROCEDURE FOR USING ACOHST01

   This screen can be used to check and make sure a specific action was accomplished to delete a specific action, and to delete the entire MOD.

   a. Delete a Specific Action

     If an action was initiated and the user wishes not to include it on the modification, the action may be deleted. To delete the action, take the following steps:

     (1) Click on the wastebasket at the far left next to the action you wish to delete.

     (2) When you are asked to confirm the delete, click on YES. The action will be deleted from the ACO modification Data Base and disappear from ACOHST01.

   b. Delete the Entire MOD

     In the event that the user wishes to delete the entire modification, take the following steps:

     (1) Click on the DELETE ALL button at the bottom of the screen.

     (2) When asked to confirm the delete, click on YES. The modification will be deleted from the ACO MOD Data Base, all the data on the screen will be deleted, including the information in the Constant Data Window and the user will be returned to ACOHME01, HOME.

2.12.9   PROCESSING A MODIFICATION

2.12.9.1   ACOWRK01 - WORKLOAD

   Screen ACOWRK01, Workload gives the user access to their modification
workload. It is the screen used to indicate the status of a particular
modification and to send the modification to MOCAS. The modifications
will remain on the ACO's workload screen until it is picked up by EDI
for transmital to MOCAS. It will then remain in the data base for one
month before being deleted. There are six different workload options on
this screen: All, In-Process, Sent to ACO, Sent to Contractor, Sent to
MOCAS, and Sent Through Normal Distribution. The workload screen will
look different depending on whether the user is an ACO or a CA. The CA
will have two buttons at the bottom, SEND TO ACO, and RETRIEVE MOD. The
ACO will have four buttons at the bottom, REJECT, SEND TO CONTRACTOR,
SEND TO MOCAS, and RETRIEVE MOD.

2.12.9.1.1   SAMPLE SCREEN (CA)

Workload [ACOWRK01]

File   Edit   Functions   Page   Help

Status Indicator

Current User: UR02TST - Terrill Bennett (S3603A)

Search by Status: ☐ All   ☐ Sent to ACO   ☐ Sent to MOCAS
                      ☑ In-Process   ☐ Sent to Contractor   ☐ Sent through Normal Distribution

Status	PIIN	SPIIN	MOD #	ACO Code	Date To MOCAS	Date To ACO	Mod. Initiator
P	N0010493PUE09		A00002	AB3			UR02TST
P	DAAA0993C0158		A00001	AB3			UR02TST
P	N0038390GM104	TZ9B	TZ9B1A	AB3			UR02TST
P	DAAA0993C0158		A00002	AB3			UR02TST
P	N0038390GM104	UBP3	UBP31A	AB3			UR02TST
P	N0038390GM104	TZ9B	TZ9B1B	AB3			UR02TST

Send To ACO   **Retrieve Mod**

Figure 2.12.9-1a

2.12.9.1.2 SAMPLE SCREEN (ACO)

Figure 2.12.9-1b

2.12.9.1.3 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

CURRENT USER   The Logon, Name, and DoDAAC of the user
                               are displayed in this field.

SEARCH BY STATUS   This field allows the user to search the
                               workload screen by status so that only the
                               modifications that meet the desired status
                               are displayed. To perform a search, click
                               on the desired status.

STATUS   The stage in the modification process that
                               each modification is in. The following
                               are valid status codes:

                                  A = Sent to ACO
                                  C = Sent to Contractor
                                  M = Sent to MOCAS
                                  N = Sent through normal distribution
                                        channels (manually distributed)

2-1479

DATA ELEMENTS	INSTRUCTIONS
	P = In-Process (not forwarded yet.) Once a P status modification is sent to the ACO, the modification will drop off the CA's workload screen. (Note: Contract Admini- strators will only see Status P workload.)
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery or call number.
MOD #	Modification Number - The number which identifies the modification.
ACO CODE	Administrative Contracting Officer Code - The code which identifies the Administra- tive Contracting Officer associated with the modification.
DATE TO MOCAS	The date the mofification was marked to be sent to the MOCAS System via an EDI trans- action.
DATE TO ACO	The date the contract administrator for- warded the modification to the ACO for review.
MOD INITIATOR	The logon of the person preparing the modification.

2.12.9.1.4 PROCEDURES FOR USING ACOWRK01

NOTE: Changing the status will be discussed separately in the next sections.

   To select a modification, scroll to the desired modification using the up and down arrows and double click on the modification. To retrieve the modification after it has been selected, click on the RETRIEVE MOD button. This will cause the modification to be downloaded from the ACO MOD Data Base and return the user to Screen ACOHME01, the Home Screen. This is an easier way to retrieve a modification that has not yet been sent to MOCAS than to enter the appropriate information on ACOHME01.

2.12.9.1.4.1 SEND TO ACO

   a. This option allows the CA to send the selected modification to the appropriate ACO for action. (Note: This button only appears on a CA's workload screen.) The SEND TO ACO button will cause the modification to disappear from the CA's workload and appear on the ACO's workload. At this point, only the ACO may retrieve that modification. If the ACOs

retrieve the modification, they will retrieve only the raw data. Any editing the CA did on the SF 30 will not be displayed when the ACO views the modification. In order for the CA to retrieve it, the modification must be rejected back to the CA from the ACO.

   b. To send a modification to the ACO perform the following steps:

   (1) Place the cursor on the modification and double click. The selected modification will be highlighted.

   (2) Click on the SEND TO ACO button at the bottom of the screen.

   (3) When the confirmation message appears, click on YES.

2.12.9.1.4.2 REJECT (RETURN MODIFICATION TO CA)

   a. The reject option allows the ACO to reject a specific mofification. When a modification is rejected, it is returned to the appropriate CA for corrective action. A modification with the Status Code P (in process), cannot be rejected. Once the modification has been rejected by the ACO, it will disappear from the ACO's workload screen and appear on the CA's workload screen with a status of P.

   b. To reject a modification back to the Contract Administrator, perform the following steps:

   (1) Place the cursor on the mofification and double click. The selected modification will be highlighted.

   (2) Click on the REJECT button at the bottom of the screen.

   (3) When the confirmation message appears, click on YES.

2.12.9.1.4.3 SEND TO CONTRACTOR

   a. The Send to Contractor option allows the authorized ACO to change the status code of the modification to C (sent to the contractor for signature). This option is only active for ACOs.

NOTE: ACOs should change the status code after a bilateral modification has been manually sent to the contractor for signature. (Changing the status code to C will notify the ACO that the modification is out to the contractor for signature. Once the contractor returns the bilateral modification, and the ACO signs the modification, it must be sent to MOCAS.)

   b. To indicate that a modification has been sent to the contractor, perform the following steps:

   (1) Place the cursor on the modification and double click. The selected modification will be highlighted.

   (2) Click on the SEND TO CONTRACTOR button at the bottom of the screen.

   (3) When the confirmation message appears, click on YES.

2.12.9.1.4.4 SEND TO MOCAS

   a. The Send To MOCAS Option allows an authorized ACO to send a
selected modification to MOCAS for update.

   b. To send a modification to MOCAS, perform the following steps:

   (1) Place the cursor on the modification and double click. The
selected modification will be highlighted.

   (2) Click on the SEND TO MOCAS button at the bottom of the screen.

   (3) When the confirmation message appears, click on YES.

   (4) Enter your password.

   c. The following processing will occur. The processing is shown
below in the order in which it will occur.

   (1) If the modification contains actions that cannot directly update
MOCAS, the user will receive a message telling him why the modification
will be sent through normal distribution channels, rather than directly
update MOCAS. The status will then change to an N.

   (2) MOCAS will be checked to see if the contract is currently hung
up in MOCAS. If it is, the ACO will receive the following message THIS
MOD CANNOT BE SENT TO MOCAS AT THIS TIME. RGS CODE OF: XXXXXXX IS
CURRENTLY WORKING ON THIS CONTRACT. If this message is received, the
send to MOCAS will stop and the modification will return to the status
it was in before the SEND TO MOCAS button was pushed.

   (3) The program will check the Action History File to see if there
are any schedule changes. If there are schedule changes and the FROM
side of the Ship-To, Mark For, MILSTRIP, or Delivery Date was changed,
that action will be automatically deleted from the action history. This
is being done to prevent the modification rejecting in MOCAS.

   (4) If the modification is sent to MOCAS the same day it is initi-
ated, a dialog box will give the ACO the option to refresh the MOCAS
data. Refreshing the MOCAS data will bring down the most current
version of the MOCAS data to the ACO MOD Data Base. If the modification
was initiated prior to the day the modification is sent to MOCAS, the
refresh will occur automatically. If the ACO chooses not to refresh the
data, the processing will stop and the modification will be moved to a
status of M so that the EDI transaction can pick it up and process it in
the batch cycle that night. If the refresh occurs, the following
processing is done.

   (5) If the modification deobligates funds, the ACRN ULO will be
checked to make sure that the deobligation does not create a negative
ULO. If a negative ULO is created, an error message will be displayed
and the modification will be put into a status of N. Normal distribu-
tion should be made on the modification since it will not update MOCAS
via an EDI transaction. If the modification does not create a negative
ULO, the MOCAS data will be refreshed.

(6) The refresh will compare the two versions of MOCAS for the data elements changed in the modification only. It will not check new CLINs or schedules that were added in the modification. It will compare the original copy of MOCAS (from the time when the modification was initiated) to a current copy of MOCAS. If there are no changes, the user will receive a message stating that no changes were found. If there are changes, the user will receive a message that one or more changes have been identified and the comparison screen will be displayed.

2.12.9.1.4.4.1 REFRESH

2.12.9.1.4.4.1.1 COMPARISON SCREEN

  The comparison screen displays any discrepancy between the original MOCAS data and a current copy of the MOCAS data. Each action will be separately identified on the screen. The user may scroll down to view all the changes. The comparison screen will contain the actual MOCAS values. For example, clauses that are displayed in MOCAS as an R9 remark or a Special Contract Provision will contain that value. Progress Payments will be displayed as a C, Government Property will either be displayed as a P (property is present) or an N (property is not present). If MOCAS cannot find the current field, the comparison screen will display UNABLE TO LOCATE. This will happen in the case of schedule data where one part of the key has changed so MOCAS can no longer find the record. The key to the schedule data is Ship-To, Mark For, MILSTRIP, Delivery Date. If any of these elements have changed in MOCAS, UNABLE TO LOCATE will be displayed. The other instance in which UNABLE TO LOCATE will be displayed is if the data element was there, but now is not. For instance, if Progress Payments were there but now there are not, the current MOCAS value will be UNABLE TO LOCATE.

2.12.9.1.4.4.1.2 SAMPLE COMPARISON SCREEN

Figure 2.12.9-1c

2.12.9.1.4.4.1.3 PROCEDURES FOR USING THE COMPARISON SCREEN

   a. PRINT Button

     One option is to print the comparison screen. This will produce a
report that includes all the discrepancies found between the original
MOCAS data and the current MOCAS data. The report may consist of more
than one page. It is recommended that the print option be routinely
used. To print the report, click on the print button.

   b. QUIT Button

     Another option is to quit. This will delete the current copy of
MOCAS from the ACO MOD Data Base and put the modification back into the
status it was in before the Send To MOCAS button was pushed. The ACO
should choose this option after he chooses the print option if he wishes
the CA to research and determine what happened in MOCAS. He should then
reject the modification to the CA. To choose this option, click on the
QUIT button.

   c. CONTINUE Button

     Another option the ACO has is to continue with the send to MOCAS.
If this option is chosen, the current MOCAS data will overlay the
original MOCAS data in the ACO MOD Data Base and the modification will

be marked to be sent to MOCAS via an EDI transaction. In the event that an UNABLE TO LOCATE message is returned to the user for any data element, the continue option will be eliminated, i.e., the button will be grayed out.

    d. REWORK Button

    The last option the ACO has is to rework the modification. This option overlays the current MOCAS data over the original MOCAS data, applies the changes on the Action History File to the new data and puts the modification back in the status it was in, prior to being sent to MOCAS.

    e. In the event that one of the data elements contains an UNABLE TO LOCATE message and the ACO chooses the rework option, the following will occur:

    The following message will be displayed: NOTE: YOU WILL HAVE TO REDO ANY CHANGES MADE IN THE MOD WHERE THE UNABLE TO LOCATE MESSAGE WAS DISPLAYED SINCE THEY WILL BE AUTOMATICALLY DELETED. Two buttons will be displayed, OK and CANCEL. If the ACO chooses OK, the current MOCAS data will overlay the original MOCAS data and any changes made by the modification that applied to a data element that could not be located will be automatically deleted. The modification will return to the status it was in prior to being sent to MOCAS. If the user chooses CANCEL, he returns to the Comparison screen.

2.12.9.1.4.4.2 ACO SIGNED DATE

   Assuming that you do not receive the comparison screen or that you choose continue as your option, the last thing that will appear is a screen to enter the date the ACO signed the modification. The screen will be prefilled with today's date. If today's date is the date the modification will be signed, depress ENTER or click on OK. Otherwise, fill in the correct date and depress ENTER or click on OK. The status indicator will change to M (see Figure 2.12.9-1d below).

Enter the Date ACO Signed the Mod: 96/09/04

OK   Cancel

Figure 2.12.9-1d

2.12.9.1.5 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES	CORRECTIVE ACTION
THIS MODIFICATION HAS ALREADY BEEN SENT TO MOCAS	You cannot retrieve a modification that has been sent to MOCAS. It will be necessary to write another modification to correct this modification.
THIS MODIFICATION HAS ALREADY BEEN SENT THROUGH NORMAL MOD DISTRIBUTION CHANNELS	You cannot retrieve a modification that has been distributed. It will be necessary to write another modification to correct this modification.

ERROR MESSAGES	CORRECTIVE ACTION
THIS MODIFICATION HAS ALREADY BEEN SENT TO THE CONTRACTOR	You cannot retrieve a modification that has been sent to the contractor. If you need to change this modification, it is necessary to reject it back to the CA. This will return it to an In-Process status.
THIS MODIFICATION HAS BEEN SENT TO MOCAS, IT CANNOT BE SENT TO A CONTRACTOR	You cannot send a modification to the contractor if it has already been sent to MOCAS.
THIS MODIFICATION HAS BEEN SENT THROUGH NORMAL MOD DISTRIBUTION CHANNELS, IT CANNOT BE SENT TO A CONTRACTOR	You cannot send a modification to the contractor that has already been distributed.
YOU CANNOT REJECT YOUR WORKLOAD TO YOURSELF	If the ACO is the modification initiator, the reject option is not valid.
CANNOT REJECT A MODI-FICATION WHICH HAS BEEN SENT TO MOCAS	Once a modification has been sent to MOCAS, no further changes may be made to it. If changes are needed, another modification will have to be issued.
CANNOT REJECT A MODI-FICATION WHICH HAS BEEN SENT THROUGH NORMAL MOD DISTRI-BUTION CHANNELS	Once a modification has been distributed, it cannot be changed. If changes are needed, another modification will have to be issued.
CANNOT REJECT A MODI-FICATION WHICH IS IN-PROCESS	In-process is the initial status of a modification. It cannot be rejected at this stage.
INVALID DATE, THE DATE THE ACO SIGNS THE MOD MUST BE EQUAL TO OR LESS THAN TODAY'S DATE OF <CURRENT DATE>	You cannot sign a modification with a future date. Valid date format is YYMMDD.
INVALID DATE, THE DATE THE ACO SIGNS THE MOD MUST BE EQUAL TO OR GREATER THAN THE PREPA-RATION DATE OF <PREPA-RATION DATE>.	You cannot sign a modification before it is written. Valid date format is YYMMDD.
INVALID DATE. THE FORMAT SHOULD BE YY/MM/DD.	You did not enter the date in the proper format. Reenter the date in the proper format.

ERROR MESSAGES	CORRECTIVE ACTION
INVALID YEAR. PLEASE ENTER A YEAR BETWEEN 00 AND 99.	The year must be a two digit numeric.
INVALID MONTH. PLEASE ENTER A MONTH BETWEEN 1 AND 12.	The month must be a two digit numeric. 1-9 should be prefaced with 0.
INVALID DAY. PLEASE ENTER A DAY BETWEEN 1 AND <MAX DAYS FOR CURRENT MONTH>	The days must be between 1 and 28, 29, 30 or 31, depending on the month.
THIS MOD CANNOT BE SENT TO MOCAS AT THIS TIME. RGS CODE OF <RGS CODE> IS CUR-RENTLY WORKING ON THIS CONTRACT.	Try to send the modification to MOCAS later. If it is still being worked on by the same RGS Code, determine whose RGS Code it is and if they are still legitimately working on it. If the contract is hung up on the unvalidated list, delete it from the list and resend to MOCAS.

2.12.10   TEMPORARY TRANSFER OF WORKLOAD

   The Workload Transfer option allows an ACO or a superuser to transfer a CA's or ACO's workload. Only ACOs and superusers can temporarily transfer workload. This option should be used when a CA is on leave and it is necessary for another CA to finish work started by the CA on leave, or when an ACO is on leave and it is necessary for another ACO to sign a modification. If you attempt to access this option and you are not an ACO or a superuser, you will receive the following error message: YOU DO NOT HAVE AUTHORITY TO TRANSFER WORKLOADS.

2.12.10.1 ACOTRN03 - WORKLOAD TRANSFER

   When the user enters the transfer option, this is the first screen displayed. It allows the user to choose whether to transfer all or part of a CA's workload or current and future (modifications not yet initiated by the CA) workload for an ACO.

2.12.10.1.1 SAMPLE SCREEN
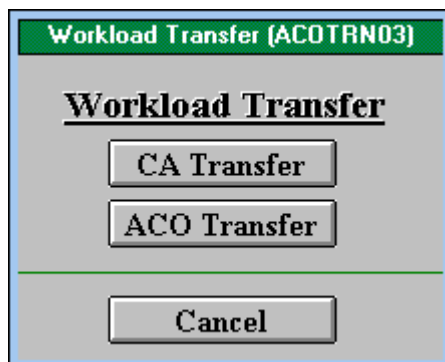
Figure 2.12.10-1

2.12.10.1.2 PROCEDURES FOR USING ACOTRN03

   a. CA TRANSFER - To transfer all or part of the workload, a CA
currently has in progress, click on the CA TRANSFER button. This will
take you to Screen ACOTRN02, CA Transfer.

   b. ACO TRANSFER - To transfer current and future workload for an ACO,
click on the ACO TRANSFER button. Note that workload in the following
status will transfer: P - In-Process, A - Sent to the ACO, C - Sent to
the Contractor. If you are a superuser, this will take you to Screen
ACOTRN04, Superuser ACO Transfer. If you are an ACO, clicking on the
ACO TRANSFER button will take you to Screen ACOTRN01, ACO Transfer.

   c. CANCEL - Click on the CANCEL button if you wish to return to the
previous screen.

2.12.10.2 ACOTRN02 - CA TRANSFER

   An ACO can only transfer workload for his CAs. A superuser can trans-
fer workload for any CA in his office. All of the CA's workload may be
transferred or just a specific modification may be transferred. Note
that this option will only transfer workload currently in process.
Future workload will not transfer.

2.12.10.2.1 SAMPLE SCREEN
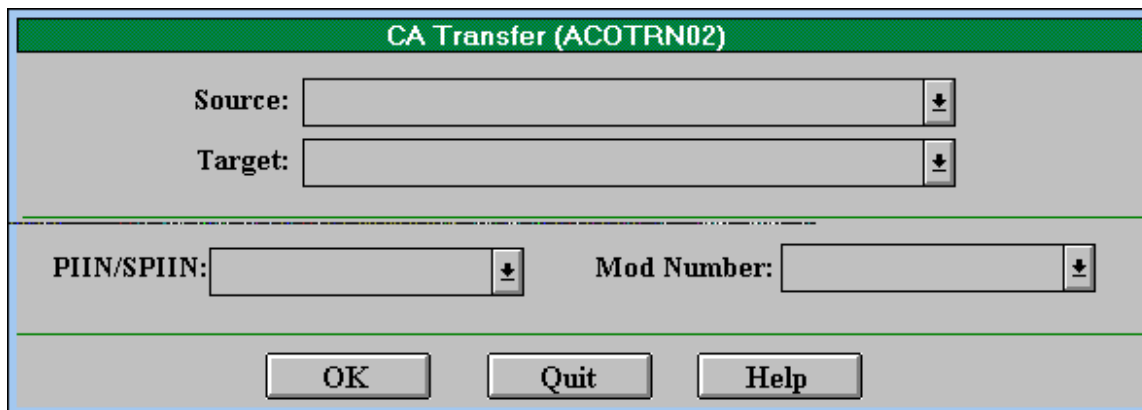
Figure 2.12.10-2

2.12.10.2.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

SOURCE   The CA whose workload is being trans-
                                  ferred. Click on the arrow to display a
                                  list of valid CAs. The Logon and name of
                                  the CA will be displayed. Click on the CA
                                  whose workload you wish to transfer.

TARGET   The CA who will be doing the absent CA's
                                  work. Click on the arrow to display a
                                  list of valid CAs. The Logon and name of
                                  the CA will be displayed. Click on the CA
                                  who will be receiving the absent CA's
                                  workload.

DATA ELEMENTS	INSTRUCTIONS
PIIN/SPIIN	Procurement Instrument Identification Number/Supplemental Procurement Instrument Identification Number - Click on the down arrow to display a list of contracts/delivery orders that the absent CA is currently modifying within the ACO MOD System. Click on the contract you wish to transfer. If you leave this field blank, all modifications currently in process will be transferred.
MOD NUMBER	Modification Number - Click on the down arrow to display a list of modifications associated with the contract/delivery order selected. Click on the modification you wish to transfer.

2.12.10.2.3 PROCEDURES FOR USING ACOTRN02

   a. After you have filled in the necessary transfer data, click on the OK button to transfer the workload.
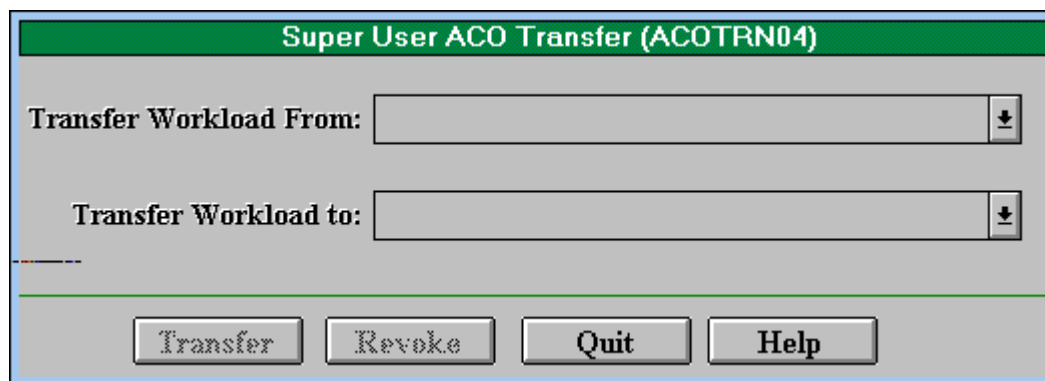
   b. If you decide not to transfer the workload, click on the QUIT button.

   c. To access online help for this screen, click on the HELP button.

2.12.10.3 ACO TRANSFER

   A superuser can transfer any ACO's workload within his office and when accessing the ACO Transfer, will receive ACOTRN04, SUPERUSER ACO TRANSFER, Figure 2.12.10-3a. An ACO can only transfer his own workload and when accessing the ACO Transfer will receive Screen ACOTRN01, Figure 2.12.10-3b. This function transfers all workload in the following status; in-process, sent to the ACO and sent to the contractor. The workload, including future workload, will remain transferred until the transfer is revoked.

2.12.10.3.1 SAMPLE SCREEN, ACOTRN04 - SUPERUSER ACO TRANSFER

Figure 2.12.10-3a

2.12.10.3.2 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

TRANSFER WORKLOAD FROM   Enter the ACO whose workload you wish
                                        to transfer. Click on the arrow to
                                        display a list of valid ACOs. Note
                                        that this list includes superusers.
                                        The Logon and name of the ACO will be
                                        displayed. Click on the ACO whose
                                        workload you wish to transfer.

TRANSFER WORKLOAD TO   Enter the ACO who will be handling the
                                        absent ACO's workload. Click on the
                                        arrow to display a list of valid ACOs.
                                        Note that this list includes super-
                                        users. The Logon and name of the ACO
                                        will be displayed. Click on the ACO
                                        who will be handling the absent ACO's
                                        workload.

2.12.10.3.3 PROCEDURES FOR USING ACOTRN04

   a. When you select an ACO to transfer workload from, the TRANSFER
button will be enabled (not grayed out). After you have filled in both
the transfer workload to field and the transfer workload from field,
click on the TRANSFER button at the bottom of the screen to complete the
transfer.

   b. After you have transferred an ACO's workload, you may revoke it
from this screen. After you have received the transfer message, the
REVOKE button will be enabled. Click on the REVOKE button to undo the
transfer.

   c. If you have exited the screen, and wish to revoke the transfer, do
the following:

     (1) Click on the down arrow and select the ACO you transferred the
workload from. The Transfer Workload To field will automatically be
filled in with the correct information and the REVOKE button will be
enabled.

     (2) Click on the REVOKE button.

d. The Transfer Workload To field will be blanked out and the TRANSFER button will be enabled.

e. Use the QUIT button to return to the previous screen.

f. Use the HELP button to access the online help facility.

2.12.10.3.4 ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES   CORRECTIVE ACTION

CANNOT TRANSFER WORK-   The from ACO and to ACO must be dif-
LOAD TO THE SAME ACO   ferent. Change either the from ACO
                                    or the to ACO.

PLEASE SELECT AN ACO   The to ACO cannot be blank. Enter an
TO TRANSFER WORKLOAD TO   ACO.

2.12.10.3.5 SAMPLE SCREEN, ACOTRN01 - ACO TRANSFER
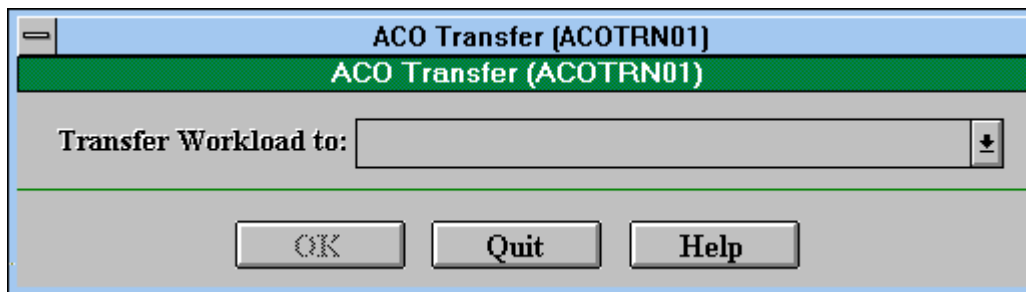
Figure 2.12.10-3b

2.12.10.3.6 DATA ELEMENTS

DATA ELEMENTS   INSTRUCTIONS

TRANSFER WORKLOAD TO   Enter the ACO who will be handling the
                                    absent ACO's workload. Click on the
                                    arrow to display a list of valid ACOs.
                                    Note that this list includes super-
                                    users. The Logon and name of the ACO
                                    will be displayed. Click on the ACO
                                    who will be handling the absent ACO's
                                    workload.

2.12.10.3.7 PROCEDURES FOR USING ACOTRN01

a. Click on the OK button after you have completed the Transfer Workload To field to complete the transfer.

b. Click on the QUIT button to return to the previous screen.

c. Click on the HELP button to access the online help facility.

2.12.10.3.8   ERROR MESSAGES AND CORRECTIVE ACTION

ERROR MESSAGES

CORRECTIVE ACTION

YOU CANNOT TRANSFER YOUR
WORKLOAD BECAUSE ANOTHER
ACO HAS THEIR WORKLOAD
TRANSFERRED TO YOU.

Have the super user revoke the trans-
fer and then have both the absent
ACO's workload and your workload
transferred to a third ACO.

APPENDIX A - TROUBLE SHOOTING GUIDE

This guide is provided to assist the user with common problems and provide guidance to resolve the problems.

PROBLEM	SOLUTION
When signing on to the application, the hourglass just hangs there and nothing happens for 10 minutes or more.	The ACO MOD Data Base may be down or your local LAN may be down. Contact your LAN administrator and report the problem.
Received the message when signing on that my username or password was incorrect. I know it is correct. Besides, I retried it.	The HP at DMC may be down or there may be a LAN conflict. If you exited the application without closing it, you will receive this message when you try to logon if it has been less than 30 minutes since you exited the application. Contact your LAN administrator and report the problem.
When trying to pull down a contract from MOCAS received Openlink error message 008 OPENLINK SOCKET CONNECT ERROR TO HOST _____.	Openlink is probably down. Contact your LAN administrator and report the problem.
When trying to pull down a contract from MOCAS received Openlink error message 112 OPENLINK DETECTED AN INVALID ID/PASSWORD FOR <USERNAME> ON HOST _____.	You either keyed in your username or password incorrectly.
When trying to pull down a contract from MOCAS received Openlink error message 124 OPENLINK SERVER OSLINK ERROR %D FOR TASK %S ON HOST %S.	There are two possible scenarios when you will receive this error. a. More than five users are accessing MOCAS through openlink simultaneously. Try again in a few minutes. b. The passthrough PDM (MOC-C) is probably down. Contact your LAN administrator and report the problem.
Update Unsuccessful error message received.	There is a problem either with the ACO MOD Data Base or the MOCAS Data Base. Try another contract and see if the same error occurs. If it does not it is probably a MOCAS Data Base error and should be reported as such. If the other contract also fails, it is probably an ACO MOD Data Base error and

PROBLEM	SOLUTION
	should be reported. If the modification is urgently needed, use the Free Form SF 30.
There is a major error in WIN_BARS. Please contact Technical Support.	Contact your LAN administrator and report the problem.
Can not print modification. The application will not call the Delrina Form Flow.	There may be a problem with the Delrina_Path in your aco.ini file. Contact your LAN administrator.
Received error message CONNECTION LOST TO ACO ORACLE DATA BASE, PLEASE EXIT THE ACO APPLICATION!	Exit the application. Notify the LAN administrator. Your LAN may have gone down, the Oracle Data Base may have gone down or the HP may have crashed.
Received a General Protection Fault error message.	Exit windows and reboot the computer.
Received error ORA-02391: exceeded simultaneous SESSIONS_PER_USER limit, maximum %s.	You are already logged onto the system. You cannot have multiple sessions.
Received error ORA-01012: NOT LOGGED ON. You will be automatically exited from the Application.	You did not touch the screen for 30 minutes and have been logged out of the Oracle Data Base. You will be exited from the application and must sign on again to finish the modification.

APPENDIX B - MOD TYPE CODES

HOME SCREEN

A01   Kind of Modification
A02   Effective Date
A03   Requisition/Purchase Request Number

CONTRACT LEVEL CHANGES

B01   CAGE Code (From)
B02   Admin By (From)
B03   Facility Code (From)
B04   Payment Office (From)
B05   DMS Rating (From)
B06   Criticality Code (From)
B07   Kind of Contract (From)
B08   CAGE Code (To)
B13   Admin By (To)
B18   Payment Office (To)
B23   Facility Code (To)
B28   DMS Rating (To)
B29   Criticality Code (To)
B30   Kind of Contract (To)
B31   Inspection Acceptance Code
B32   Incorporate Remittance Address
B33   Delete Remittance Address
B34   Change Remittance Address
B48   Discount Other
B49   Net Terms
B50   First Discount %
B51   First Discount For (Days)
B52   Second Discount %
B53   Second Discount For (Days)

CLIN LEVEL CHANGES

C00   Delete CLIN
C01   Noun
C02   Quantity Variance (% Over)
C03   Quantity Variance (% Under)
C04   FOB Site
C05   Inspection/Acceptance Code
C06   Service Completion Date
C07   Unit of Issue
C08   Part Number
C09   National Stock Number
C10   No Charge Indicator
C11   Unit Price
C12   Total Item Amount
C13   Estimated Price Indicator
C14   Total Quantity
C15   Estimated Quantity Indicator
C19   Definitization
C20   Amended Shipping Instructions

NEW SCHEDULE

D00   New Schedule

ACRN ADJUSTMENT

EXX   E is appended to the Actual ACRN

NEW SERVICE LINE ITEM

F00   Service Line

CHANGE SCHEDULE

G00   Change of Schedule
G01   Change of Ship-To Destination
G03   Change of Mark For Destination
G05   Change of Schedule Delivery Date
G08   Change of Estimated Delivery Date
G09   Change of Schedule Quantity
G11   Change of Estimated Schedule Quantity
G13   Change of MILSTRIP

PRINT SF 30

H01   First Time Modified as a Bi-Lateral Contract
H02   General Provision Clauses Incorporated
H03   Reference Authority
H04   National Stock Number
H05   Total Amount of Contract

NEW SUPPLY LINE ITEM

I00   Supply Line

CLAUSE MOD TYPES

ADD	DELETE	MODIFY	CLAUSE #	TYPE	TITLE
J01	K01		52.204-2	FAR	Security Requirements (Apr 84)
J03	K03		52.209-3	FAR	First Article Approval - Contractor Testing (Sep 89)
J04	K04		52.209-3	FAR	First Article Approval - Contractor Testing - Alt I (Sep 89)
J05	K05		52.209-3	FAR	First Article Approval - Contractor Testing - Alt II (Sep 89)
J06	K06		52.209-4	FAR	First Article Approval - Government Testing (Sep 89)

ADD	DELETE	MODIFY	CLAUSE #	TYPE	TITLE
J07	K07		52.209-4	FAR	First Article Approval - Government Testing - Alt I (Sep 89)
J08	K08		52.209-4	FAR	First Article Approval - Government Testing - Alt II (Sep 89)
J09	K09		52.211-16	FAR	Variation in Quantity (Apr 84)
J10	K10		52.213-1	FAR	Fast Payment Procedure (Aug 88)
J11	K11	M11	52.232-16	FAR	Progress Payments (Jul 91)
J12	K12	M12	52.232-16	FAR	Progress Payments - Alt I (Aug 87)
J13	K13	M13	52.232-16	FAR	Progress Payments - Alt II (Aug 87)
J14	K14		252.243-7001	DFAR	Pricing of Contract Modifications (Dec 91)
J15	K15		252.232-7002	DFAR	Progress Payments for Foreign Military Sales Acquisitions (Dec 91)
J16	K16		252.232-7004	DFAR	DoD Progress Payment Rates (Nov 93)
J17	K17		52.232-23	FAR	Assignment of Claims (Jan 86)
J18	K18		52.242-2	FAR	Production Progress Reports (Apr 91)
J19	K19		52.243-1	FAR	Changes - Fixed Price (Aug 87)
J20	K20		52.243-1	FAR	Changes - Fixed Price Alt I (Apr 84)
J21	K21		52.243-1	FAR	Changes - Fixed Price Alt II (Apr 84)
J22	K22		52.244-1	FAR	Subcontracts (Fixed Price Contracts)(Apr 91)
J23	K23		52.244-1	FAR	Subcontracts (Fixed Price Contracts) Alt I (Apr 84)
J24	K24		52.244-2	FAR	Subcontracts (Cost Reimbursement and Letter Contracts) - Alt I (Apr 85)
J25	K25		52.244-3	FAR	Subcontracts (Time-and-Materials and Labor-Hour Contracts (Apr 85)
J26	K26		52.245-2	FAR	Government Property (Fixed Price Con-tracts) (Dec 89)

ADD	DELETE	MODIFY	CLAUSE #	TYPE	TITLE
J27	K27		52.245-2	FAR	Government Property (Fixed Price Contracts) - Alt I (Apr 84)
J28	K28		52.245-2	FAR	Government Property (Fixed Price Contracts) - Alt II (Jul 85)
J29	K29		52.245-4	FAR	Government Furnished Property (Short Form) (Apr 84)
J30	K30		52.245-5	FAR	Government Property (Cost-Reimbursement, Time-and Material, or Labor-Hour Contracts (Jan 86)
J31	K31		52.245-5	FAR	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts - Alt I (Jul 85)
J32	K32		52.245-9	FAR	Use and Charges (Apr 84)
J33	K33		52.246-15	FAR	Certificate of Conformance (Apr 84)
J34	K34		252.246-7000	DFAR	Material Inspection and Receiving Report (Dec 91)
J35	K35		52.247-48	FAR	FOB Destination - Evidence of Shipment (Apr 84)
J36	K36		52.248-1	FAR	Value Engineering (Mar 89)
J37	K37		52.248-1	FAR	Value Engineering - Alt I (Apr 84)
J38	K38		52.248-1	FAR	Value Engineering - Alt II (Apr 84)
J39	K39		52.248-1	FAR	Value Engineering - Alt III (Apr 84)
J40	K40		52.249-1	FAR	Termination for Convenience of the Government (Fixed Price) (Short Form) (Apr 84)
J41	K41		52.249-1	FAR	Termination for Convenience of the Government (Fixed Price) (Short Form) Alt I (Apr 84)
J42	K42		52.249-2	FAR	Termination for Convenience of the Government (Fixed Price) (Apr 84)

ADD	DELETE	MODIFY	CLAUSE #	TYPE	TITLE
J43	K43		52.249-4	FAR	Termination for Convenience of the Government (Services) (Short Form) (Apr 84)
J44	K44		52.249-5	FAR	Termination for Convenience of the Government (Educational and Other Nonprofit Institutions (Apr 84)
J45	K45		52.249-6	FAR	Termination (Cost Reimbursement) (May 86)
J46	K46		52.249-6	FAR	Termination (Cost Reimbursement) - Alt IV (Apr 84)
J47	K47		52.249-8	FAR	Default (Fixed Price Supply and Service) (Apr 84)
J48	K48		52.249-9	FAR	Default (Fixed Price Research and Development) (Apr 84)
J49	K49		52.232-28	FAR	Electronic Funds Transfer Payment Methods (Apr 89)
J50	K50		52.244-2	FAR	Subcontracts (Cost Reimbursement and Letter Contracts) (Jul 85)
J52	K52		52.212-4	FAR	Contract Terms and Conditions - Commercial Items (Oct 95)
J53	K53		52.212-5	FAR	Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (Jun 96)
J54	K54		52.232-32	FAR	Performance-Based Payments (Oct 95)

DELETE SCHEDULE

L00   Delete Schedule

MODIFICATION PURPOSE STATEMENT

P00   Modification Purpose Statement

APPENDIX C - STEP-BY-STEP INSTRUCTIONS FOR PREPARING
SIX DIFFERENT TYPES OF MODIFICATIONS

 a. STEPS IN PREPARING AN AMENDED SHIPPING INSTRUCTION

    The modification is diverting part of a CLIN and schedule and accel-
erating the delivery schedule for the diverted portion.

NOTE: Whenever a reminder message is displayed, read the message and
click on the OK button.

    (1) Logon to System by entering Username and Password.

    (2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, CAGE, and
appropriate CLIN.

    (3) Click on RETRIEVE button to download the data from MOCAS.

    (4) Once the data is downloaded, fill in Kind of Modification Code,
and effective date of modification (if applicable) on ACOHME01, the Home
Screen.

    (5) Click on the SAVE button.

    (6) Click on the CLIN button on the toolbar to go to ACOCLN01,
CLIN Level Changes Page 1.

    (7) Click on the SCHEDULE button to go to ACOCLN03, Active Schedules
for CLIN.

    (8) Select the schedule you wish to change. You do this by double-
clicking on the schedule.

    (9) Click on the CHANGE SCHEDULE button to go to ACOCLN04, Change
Schedule.

    (10) Change the TO quantity.

    (11) Click on the SAVE button at the bottom of the screen.

    (12) Click on the QUIT button at the bottom of the screen to go back
to ACOCLN03, Active Schedules for CLIN.

    (13) To add a new schedule for the diverted quantity, click on the
ADD NEW SCHEDULE button at the bottom of the screen.

    (14) When ACOCLN10, the Schedule Data Entry screen, is displayed
enter the Ship-To, Mark For, MILSTRIP, and Delivery Date.

    (15) Click on OK.

(16) When ACOCLN10, the Add New Schedule Screen, is displayed enter
the quantity and any other appropriate information.

     (17) Click on the SAVE button on the bottom of the screen.

     (18) Click on the QUIT button to go back to ACOCLN03, Active
Schedules for CLIN.

     (19) Click on the QUIT button on the bottom of ACOCLN03, Active
Schedules for CLIN to go back to ACOCLN01, CLIN Level Changes Page 1.

     (20) Click on the toolbar button for the purpose statement. to
go to the Purpose Statement Screen.

     (21) Enter a purpose statement. For example, the purpose of this
modification is to divert four each from CLIN 0001 and accelerate the
delivery schedule since these items are urgently required.

     (22) Click on the SAVE button.

     (23) Click on the EXIT button.

     (24) Click on the PRINTER button on the toolbar to go to
ACOPRT01, the Print SF 30 Screen.

     (25) In accordance with your local policy, enter data in any fields
on this screen you want to print in Block 14 of the SF 30.

     (26) Click on the SAVE button.

     (27) Click on the GENERATE SF 30 button.

     (28) If you normally show distribution on the modification click on
YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise,
click on NO. If you clicked on YES, enter the appropriate data then
click on the CONTINUE button.

     (29) When the SF 30 is displayed on your screen, enter your office
symbol in the space in Block 6.

     (30) Fill in Block 13.

     (31) Click 2 in the upper right corner of the screen to go to Page 2
and review it.

     (32) Click on the printer button (this prints the modification). Do
not forget to X filled pages only.

     (33) To save the changes you have made, click on ADD on the menu bar.

     (34) Click on SAVE DATA AS. Click on UPDATE in response to the
question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(35) When the SAVE DATA AS dialog box is displayed, click on the block named Database File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(36) Click on OK.

(37) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(38) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(39) Click on the WORKLOAD toolbar button to bring up ACOWRK01, the Workload Screen.

(40) Double click on the modification to select it.

(41) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and Generate the SF 30 again from ACOPRT01, the Print SF 30 Screen.

  b.   STEPS IN PREPARING A modification TO DEFINITIZE AN UNPRICED ORDER

   Modification is definitizing an unpriced order with two CLINs. Each CLIN has two schedules.

NOTE: Whenever a remainder message is displayed, read the message and click on the OK button.

(1) Logon to System by entering Username and Password.

(2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, CAGE, and appropriate CLIN.

(3) Click on RETRIEVE button to download the data from MOCAS.

(4) Once the data is downloaded, fill in Kind of Modification Code and effective date of modification on ACOHME01, the Home Screen.

(5) Click on the SAVE button.

(6) Click on the ACRN button on the toolbar to go to ACOCLN06, the ACRN Screen.

(7) Enter the amount in the adjustment field by which you are decreasing/increasing each ACRN.

(8) Click on the SAVE button.

(9) Click on the Contract Level Changes button on the toolbar to go to ACOCLC01, Contract Level Changes Page 1.

(10) In the Kind of Contract TO field, change the 9 (unpriced order) to the appropriate Kind of Contract.

(11) Click on the SAVE button.

(12) Click on the CLIN button on the toolbar to go to ACOCLN01, CLIN Level Changes Page 1.

(13) Click on the PAGE DOWN button on the lower right corner of the screen to go to ACOCLN02, CLIN Level Changes Page 2.

(14) Click the YES checkbox for definitization.

(15) Click on the SAVE button.

(16) Click on the PAGE UP button to go back to ACOCLN01, CLIN Level Changes Page 1.

(17) Overlay the unit price with the new negotiated unit price, click the NO checkbox for Estimated Indicator, and make any other changes that resulted during the negotiation.

(18) Click on the SCHEDULE button to go to ACOCLN03, Active Schedules for CLIN.

(19) Select the schedule you wish to change. You do this by double-clicking on the schedule.

(20) Click on the CHANGE SCHEDULE button to go to ACOCLN04, Change Schedule.

(21) Change the TO delivery date, take out the estimated indicator and change anything else that changed as a result of the negotiation.

(22) Click on the SAVE button at the bottom of the screen.

(23) Click on the QUIT button at the bottom of the screen.

(24) Repeat steps 19-23 above.

(25) Click on the QUIT button.

(26) Click on the Home toolbar button to go to ACOHME01, the Home Screen.

(27) Enter another CLIN in the CLIN field. Depress ENTER.

(28) Click on the RETRIEVE button at the bottom of the screen.

(29) Repeat steps 12-25 above.

(30) Click on the PURPOSE STATEMENT button on the toolbar to go to the Purpose Statement Screen.

(31) Enter a purpose statement or choose the default option. For example; the purpose of this modification is to definitize unpriced order number 0010 against BOA N00383-96-G-0001.

(32) Click on the SAVE button.

(33) Click on the EXIT button.

(34) Click on the Printer button on the toolbar to go to ACOPRT01, the Print SF 30 Screen.

(35) In accordance with your local policy, enter data in any fields on this screen you want to print in Block 14 of the SF 30.

(36) Click on the SAVE button.

(37) Click on the GENERATE SF 30 button.

(38) If you normally show distribution on the modification click on YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise, click on NO. If you clicked on YES, enter the appropriate data then click on the CONTINUE button.

(39) When the SF 30 is displayed on your screen, enter your office symbol in the space in Block 6.

(40) Fill in Block 13.

(41) Click 2 in the upper right corner of the screen to go to page 2 to view page 2 of the modification.

(42) Click on the printer button (this prints the modification). Do not forget to X filled pages only.

(43) To save the changes you have made, click on RECORD on the menu bar.

(44) Click on SAVE DATA AS. Click on ADD in response to the question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(45) When the SAVE DATA AS dialog box is displayed, click on the block named Database File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(46) Click on OK.

(47) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(48) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(49) Click on the WORKLOAD toolbar button to go to ACOWRK01, the Workload Screen.

(50) Double click on the modification to select it.

(51) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and generate the SF 30 again from ACOPRT01, the Print SF 30 Screen.

  c. STEPS IN PREPARING A modification TO DEFINITIZE A CHANGE ORDER AND ADD A REMITTANCE ADDRESS

   The modification is definitizing a change order that effected one CLIN with two schedules.

NOTE: Whenever a reminder message is displayed, read the message and click on the OK button.

(1) Logon to System by entering Username and Password.

(2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, CAGE, and appropriate CLIN.

(3) Click on RETRIEVE button to download the data from MOCAS.

(4) Once the data is downloaded, fill in Kind of modification Code and effective date of modification on ACOHME01, the Home Screen.

(5) Click on the SAVE button.

(6) Click on the ACRN button on the toolbar to go to ACOCLN06, the ACRN Screen.

(7) Enter the amount in the adjustment field by which you are decreasing/increasing each ACRN.

(8) Click on the SAVE button.

(9) Click on the CLIN button on the toolbar to go to ACOCLN01, CLIN Level Changes Page 1.

(10) Click on the PAGE DOWN button on the lower right corner of the screen to go to ACOCLN02, CLIN Level Changes Page 2.

(11) Click the YES checkbox for definitization.

(12) Click on the SAVE button.

(13) Click on the PAGE UP button to return to ACOCLN01, CLIN Level Changes Page 1.

(14) Overlay the unit price with the new negotiated unit price, click the NO checkbox for Estimated Indicator, and make any other changes that resulted during the negotiation.

(15) Click on the SCHEDULE button to go to ACOCLN03, Active Schedules For CLIN.

(16) Select the schedule you wish to change. You do this by double-clicking on the schedule.

(17) Click on the CHANGE SCHEDULE button to go to ACOCLN04, the Change Schedule Screen.

(18) Change the TO delivery date, take out the estimated indicator and change anything else that changed as a result of the negotiation.

(19) Click on the SAVE button at the bottom of the screen.

(20) Click on the QUIT button at the bottom of the screen.

(21) Repeat steps 16-20 above.

(22) Click on the QUIT button.

(23) Click on the toolbar button for Contract Level Changes to go to AC0CLC01, Contract Level Changes Page 1.

(24) Click on the PAGE DOWN button to go to ACOCLC02, Contract Level Changes Page 2.

(25) Click on the INCORPORATE button at the bottom of the screen.

(26) Type in the remittance address.

(27) Click on the SAVE button.

(28) Click on the Purpose Statement button on the toolbar to go to the Purpose Statement Screen.

(29) Enter a purpose statement or choose the default option. An example of a purpose statement might be: The purpose of this modification is to definitize change order P00002 and incorporate a remittance address into the contract.

(30) Click on the SAVE button.

(31) Click on the EXIT button.

(32) Click on the PRINTER button on the toolbar to go to ACOPRT01, the Print SF 30 Screen.

(33) In accordance with your local policy, enter data in any fields on this screen you want to print in Block 14 of the SF 30.

(34) Click on the SAVE button.

(35) Click on the GENERATE SF 30 button.

(36) If you normally show distribution on the modification click on YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise, click on NO. If you clicked on YES, enter the appropriate data then click on the CONTINUE button.

(37) When the SF 30 is displayed on your screen, enter your office symbol in the space in Block 6.

(38) Fill in Block 13.

(39) Click 2 in the upper right corner of the screen to go to Page 2 to review it.

(40) Add a contractor's release statement by keying in the verbage you want on the SF 30.

(41) Click on the PRINTER button (this prints the modification). Do not forget to X filled pages only.

(42) To save the changes you have made, click on RECORD on the menu bar.

(43) Click on SAVE DATA AS. Click on UPDATE in response to the question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(44) When the SAVE DATA AS dialog box is displayed, click on the block named Database File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(45) Click on OK.

(46) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(47) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(48) Click on the WORKLOAD button on the toolbar to go to ACOWRK01, the Workload Screen.

(49) Double click on the modification to select it.

(50) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and generate the SF 30 again from the Print SF 30 Screen.

   d. STEPS IN PREPARING A MODIFICATION TO DELETE A FIRST ARTICLE REQUIREMENT - CONTRACTOR TESTING

NOTE: Whenever a reminder message is displayed, read the message and click on the OK button.

(1) Logon to System by entering Username and Password.

(2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, CAGE, and appropriate CLIN.

(3) Click on the RETRIEVE button to download the data from MOCAS.

(4) Once the data is downloaded, fill in Kind of Modification Code and effective date of modification (if applicable) on ACOHME01, the Home Screen.

(5) Click on the SAVE button.

(6) Click on the ACRN button on the toolbar to go to ACOCLN06, the ACRN Screen.

(7) Enter the amount in the adjustment field by which you are decreasing the ACRN, it should be the amount of the First Article CLIN.

(8) Click on the SAVE button.

(9) Click on the CLAUSE button on the toolbar to go to ACOCLS01, the Add/Edit Clause(s) Screen.

(10) Click on the ADD button to go to the Select a Clause Screen.

(11) Select the First Article Clause which appears in the contract. You do this by clicking on it.

(12) Click on OK.

(13) When screen ACOCLS01, Add/Edit Clause(s) is displayed, click on the clause. This will bring up the Clause Detail Screen.

(14) Click on DELETE.

(15) Click on OK.

(16) When Screen ACOCLS01, Add/Edit Clause(s) is displayed the Status box should now contain a D.

(17) Click on the SAVE button.

(18) Click on the CLIN button on the toolbar to go to ACOCLN01, CLIN Level Changes Page 1.

(19) Click on DELETE.

(20) When asked ARE YOU SURE YOU WANT TO DELETE THIS CLIN? Click on YES. This will delete the CLIN and the associated schedules.

(21) Click on the Purpose Statement button on the toolbar to go to the Purpose Statement Screen.

(22) Enter a purpose statement or choose the default option. For example, The purpose of this modification is to waive the first article requirement since the contractor has successfully completed a first article for the same item on contract N00383-96-C-1111.

(23) Click on the SAVE button.

(24) Click on the EXIT button.

(25) Click on the Printer button on the toolbar to go to ACOPRT01, the Print SF 30 Screen.

(26) In accordance with your local policy, enter data in any fields on this screen you want to print in Block 14 of the SF 30.

(27) Click on the SAVE button.

(28) Click on the GENERATE SF 30 button.

(29) If you normally show distribution on the modification click on YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise, click on NO. If you clicked on YES, enter the appropriate data then click on the CONTINUE button.

(30) When the SF 30 is displayed on your screen, enter your office symbol in the space in Block 6.

(31) Fill in Block 13.

(32) Click 2 in the upper right corner of the screen to go to Page 2 to review it.

(33) Click on the printer button (this prints the modification). Do not forget to X filled pages only.

(34) To save the changes you have made, click on RECORD on the menu bar.

(35) Click on SAVE DATA AS. Click on ADD in response to the question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(36) When the SAVE DATA AS dialog box is displayed, click on the block named Database File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(37) Click on OK.

(38) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(39) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(40) Click on the WORKLOAD button on the toolbar to go to ACOWRK01, the Workload Screen.

(41) Double click on the modification to select it.

(42) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and generate the SF 30 again from the Print SF 30 Screen.

e.   STEPS IN PREPARING A NO ACTION MODIFICATION (A MODIFICATION WHERE THE ACTUAL CHANGE IS NOT STORED IN MOCAS) SUCH AS A NO COST PACKAGING CHANGE

NOTE: Whenever a reminder message is displayed, read the message and click on the OK button.

    (1) Logon to System by entering Username and Password.

    (2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, and CAGE.

    (3) Click on RETRIEVE button to download the data from MOCAS.

    (4) Once the data is downloaded, fill in Kind of Modification Code and effective date of modification (if applicable) on ACOHME01, the Home Screen.

    (5) Click on the SAVE button.

    (6) Click on the Purpose Statement button on the toolbar to go to the Purpose Statement Screen.

    (7) Enter a purpose statement. For example, The purpose of this modification is to change the packaging requirements from MIL-STD-2073 to Packaging Sheet Number 970A Pkg A Pack C, QUP 001.

    (8) Click on the SAVE button.

    (9) Click on the EXIT button.

    (10) Click on the PRINTER button on the toolbar to go to ACOPRT01, the Print SF 30 Screen.

    (11) In accordance with your local policy, enter data in any fields on this screen you want to print in Block 14 of the SF 30.

    (12) Click on the SAVE button.

    (13) Click on the GENERATE SF 30 button.

    (14) If you normally show distribution on the modification click on YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise, click on NO. If you clicked on YES, enter the appropriate data then click on the CONTINUE button.

    (15) When the SF 30 is displayed on your screen, enter your office symbol in the space in Block 6.

    (16) Fill in Block 13.

    (17) Click 2 in the upper right corner of the screen to go to Page 2 to review it.

(18) Click on the PRINTER button (this prints the modification). Do not forget to X filled pages only.

(19) To save the changes you have made, click on RECORD on the menu bar.

(20) Click on SAVE DATA AS. Click on ADD in response to the question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(21) When the SAVE DATA AS dialog box is displayed, click on the block named Data Base File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(22) Click on OK.

(23) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(24) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(25) Click on the WORKLOAD toolbar button to go to ACOWRK01, the Workload Screen.

(26) Double click on the modification to select it.

(27) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and generate the SF 30 again from the Print SF 30 Screen.

f. STEPS IN PREPARING A DELIVERY EXTENSION MODIFICATION

The modification is extending the delivery schedule. The contract has one CLIN with one associated schedule.

NOTE: Whenever a reminder message is displayed, read the message and click on the OK button.

(1) Logon to System by entering Username and Password.

(2) On ACOHME01, the Home Screen, enter PIIN/SPIIN, ORG, CAGE, and appropriate CLIN.

(3) Click on RETRIEVE button to download the data from MOCAS.

(4) Once the data is downloaded, fill in Kind of Modification Code and effective date of modification (if applicable) on ACOHME01, the Home Screen.

(5) Click on the SAVE button.

(6) Click on the CLIN button on the toolbar to go to ACOCLN01, CLIN Level Changes Page 1.

(7) Click on the SCHEDULE button to go to ACOCLN03, Active Schedules for CLIN.

(8) Select the schedule you wish to change. You do this by double-clicking on the schedule.

(9) Click on the CHANGE SCHEDULE button to go to ACOCLN04, Change Schedule.

(10) Change the TO delivery date.

(11) Click on the SAVE button at the bottom of the screen.

(12) Click on the QUIT button at the bottom of the screen to go back to ACOCLN03, Active Schedules for CLIN.

(13) Click on the QUIT button on the bottom of ACOCLN03, Active Schedules for CLIN to go back to ACOCLN01, CLIN Level Changes Page 1.

(14) Click on the ACRN button on the toolbar to go to ACOCLN06, the ACRN Screen.

(15) Enter the amount in the adjustment field by which you are decreasing each ACRN.

(16) Click on the SAVE button.

(17) Click on the toolbar button for the purpose statement to go to the Purpose Statement Screen.

(18) Enter a purpose statement. For example, The purpose of this modification is to divert four each from CLIN 0001 and accelerate the delivery schedule since these items are urgently required.

(19) Click on the SAVE button.

(20) Click on the EXIT button.

(21) Click on the PRINTER button on the toolbar to go to ACOPRT01, the Print SF 30 Screen.

(22) In accordance with your local policy, enter data in any fields on this screen you want to print in Block 14 of the SF 30.

(23) Click on the SAVE button.

(24) Click on the GENERATE SF 30 button.

(25) If you normally show distribution on the modification click on YES when asked DO YOU WANT TO ADD DISTRIBUTION INFORMATION? Otherwise, click on NO. If you clicked on YES, enter the appropriate data then click on the CONTINUE button.

(26) When the SF 30 is displayed on your screen, enter your office symbol in the space in Block 6.

(27) Fill in Block 13.

(28) Click 2 in the upper right corner of the screen to go to Page 2 and review it.

(29) Click on the printer button (this prints the modification). Do not forget to X filled pages only.

(30) To save the changes you have made, click on RECORD on the menu bar.

(31) Click on SAVE DATA AS. Click on ADD in response to the question DO YOU WISH TO ADD OR UPDATE THIS RECORD?

(32) When the SAVE DATA AS dialog box is displayed, click on the block named Data Base File. A cursor will appear. At the cursor, input an eight position, alphanumeric file name followed by the extension .FIL.

(33) Click on OK.

(34) When asked to specify the records to save to the new data base, click on CURRENT RECORD. A blank modification will be displayed on the screen.

(35) Click on the EXIT toolbar button. This will return you to the ACOPRT01 Screen.

(36) Click on the WORKLOAD toolbar button to bring up ACOWRK01, the Workload Screen.

(37) Double click on the modification to select it.

(38) Click on the SEND TO ACO button.

You are done!

NOTE: The above is just a sample. Many of the steps can be done in any order. You must always pull data from MOCAS first. Your last step should always be to print the modification. However, if you notice errors on the modification you may exit the SF 30, correct the errors and Generate the SF 30 again from ACOPRT01, the Print SF 30 Screen.